

# TTUHSC – ELP Kenexa ATS User Access Request Form

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This form should be completed by a department Hiring Manager/Supervisor when requesting user authorization for adding new users, making changes to any existing access, removing access if a user leaves the department or for a user name change.

The form should be completed and forwarded Employment Services-El Paso outlook email.

## User Details

*First Name	
*Last Name	
*Email address	
*User Name (eraider)	
*Employee ID Number (R #)	
*Job Title	
*Department Name & Home Org	
*Telephone Number	

## Nature of Access Request:

*New Access	
*Modify Existing Access	
*Disable Access (Access no longer required)	

## Type of Access:

*Hiring Manager (All access)	
*Search Coordinator (Submit Req's, Move Applicants through work flow).	
*No Access (View Only – Guest User)	

## Approvals:

*Hiring Manager/Supervisor Approval:	
*Date of Request:	