

**NEW USER INFORMATION**

NAME: \_\_\_\_\_ DU ID#: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

**IMPORTANT:**

- All new Pioneer users must sign the Confidentiality Statement:  
<http://www.du.edu/hr/download/confidentialitystmt.pdf>
- All new Pioneer users must complete Pioneer Navigation Training or complete the waiver form:  
To schedule training, please contact Darren Moitzfield, Pioneer ID Card Office Manager, at extension 14496. Or, complete the waiver at <http://www.du.edu/pioneercard/accessWaiver.htm>
- We reserve the right to remove access at anytime. Access will be revoked upon termination from the University of Denver.

Form Prepared By: \_\_\_\_\_ Preparer's Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**APPROVING SIGNATURES**

Comments:

\_\_\_\_\_  
1. Department Manager Date

\_\_\_\_\_  
2. Division Head/Budget Officer Date

\_\_\_\_\_  
1. ID Office (fax: 14662) Date

\_\_\_\_\_  
4. AIS (fax: 17998) Date

After obtaining all required signatures, please submit this form along with the signed Confidentiality Statement to Administrative Information Services (AIS) for processing.