

NEW USER INFORMATION

DEPARTMENT: _____

EMPLOYEE POSITION IS: NON-BENEFITED BENEFITED

NAME: _____ DU ID#: _____

EMAIL ADDRESS: _____ PHONE: _____

JOB TITLE: _____

IMPORTANT – Please check the following boxes to verify that the statement is true and accurate:

- I am currently employed by the University of Denver
- I have an active DU email account
- I have completed the Confidentiality Obligations found in MyDU. Search for Confidentiality Agreement from the main dashboard.

New User Signature: _____ Date: _____

New User will receive an email from eas@du.edu with Banner username and temporary password when processing has been completed.

Form Prepared By: _____ Preparer's Phone: _____

APPROVING SIGNATURES

Comments:

1. Department Manager Date_____
2. Division Head/Budget Officer Date_____
3. Enterprise Application Services Date
eas@du.edu