

**NEW USER INFORMATION**

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

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

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

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

**IMPORTANT:**

- All new Pioneer Card users must complete the Confidentiality Statement online: <http://www.du.edu/hr/download/ConfidentialityStmntInfo.pdf>
- All new Pioneer Card users will be sent training materials upon account creation.
- 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

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

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

After obtaining all required signatures, please submit this form to the Pioneer ID Card Office for processing. The ID Office will then submit the form to Administrative Information Services (AIS).