Columbia Business School
AT THE VERY CENTER OF BUSINESS™

Systems Access Authorization Form

Please email as a PDF file to admsup@gsb.columbia.edu

Date: _____   **Department/Location:** _____

Name: _____   **Start Date:** _____

Uni: _____   **Manager:** _____

☐ **Please select if this is a student worker / temp or casual   Last Date of Employment:** _____

System Access Required:

☐ **Business School Computer Login Account**

☐ **Business School Email and Department Mailboxes (specify below)**

_____

☐ **Department Public Calendars**

   ☐ **Other:** _____

☐ **SocNet (*NOTE: NO LIST ADMINISTRATION SHOULD BE GIVEN FOR SOCNET*)**

☐ **Departmental Share Folder (R drive)** _____

   ☐ **Additional Public Shares (please specify)** _____

   ☐ **Scan Folder**

☐ **Printer Access (Department and local, if applicable)**

☐ **Canvas (Online course works system)**

☐ **OrgSync (Room booking / Event scheduling)**

☐ **Drupal (Permissions to edit web content)**

☐ **Other Access Required** _____

_____

I authorize the employee listed above to be granted access as outlined in this document

Department/Team Head: _____   _____

                                           (print)   *(signature)*