Access Request Form

All Users

The Messiah College Online Recruitment System (Jobs.messiah.edu) is designed to have restricted access to only authorized users. Authorized user access is based upon the user’s login credentials and is maintained by the Office of Human Resources & Compliance.

This form is used to request authorized access for a user or for an authorized user to specify one or more proxies to act on behalf of the authorized user to perform various system actions. Actions that may be performed are defined by the employee type (staff, faculty, or student) and role. IMPORTANT NOTE: *Providing proxy access allows the proxy to perform ALL of the same functions in the same DEPARTMENTS/AREAS as the authorized user, such as viewing, modifying, approving, and routing position descriptions, postings, applicants, and hiring.* This form may also be used to remove access.

\*\*For more information about organizational structure and a list of user roles, please see “Understanding Organizational Structure and User Roles.” This, and other, documentation is available online at: <http://www.messiah.edu/info/20589/supervisors/1009/hiring_protocols> .

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| <Click to enter name> |  | <Click to enter ID#> |  |  |
| Employee Name |  | Employee ID |  |  |
| <Click to enter name> |  |  |  | <Date> |
| Supervisor Name |  | Supervisor Signature |  | Date |

|  |  |
| --- | --- |
| List specific access below or set up with same access as: | <Click here to enter name> |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Department** | **Dept**  **Org#** | **User Role(s)\*\* on**  **Jobs.messiah.edu/hr** | **Add**  **Access** | **Remove**  **Access** |
| <Click here to enter dept name> | <Dept> | <Click to select> |  |  |
| … | … | <Click to select> |  |  |
| … | … | <Click to select> |  |  |
| … | … | <Click to select> |  |  |
| … | … | <Click to select> |  |  |
| … | … | <Click to select> |  |  |
| … | … | <Click to select> |  |  |
| … | … | <Click to select> |  |  |
| … | … | <Click to select> |  |  |
| … | … | <Click to select> |  |  |
| … | … | <Click to select> |  |  |
| … | … | <Click to select> |  |  |

Complete this form electronically and return the completed form via e-mail to Human Resources (humanres@messiah.edu) or via campus mail to Suite 3015.