

APPLICANT TRACKING SYSTEM ACCESS FORM

Access in the applicant tracking system grants you access to confidential, private applicant data. Unauthorized or unlawful disclosure, issuance, abuse, intentional release of, or gaining unauthorized access to any private, controlled or protected information is a violation of the [Standards of Conduct: Policy 3-300](#).

Once completed, submit this form to the Talent Acquisition Team via the [HR Request Form](#).

Date:

This request is for:

Name:

Job Title:

Employee ID:

Phone Number:

Email:

Division Name/Number:

Date of Birth:

Employee Signature:

Division Director or Designee Signature:

Human Resource Site Administrator Use Only

ADP User Group

Hiring Manager

Hiring Manager Designee

Requisition Approver

Offer Approver

Recruiter

Site Administrator

Human Resource Site Administrator Signature:

User ID will be the assigned as users register for an account

Accounts with no activity for an extended time may be inactivated. Contact HR for assistance.