

## New Staff Account Request Form

To request an SSO ID, E-Mail account, and MyGateway account before they are automatically created please complete the following form and fax the signed form to the Technology Support Center at (314) 516-6274.

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Date:

Department:

New staff members first name,  
middle initial, and last name:

Date of hire:

Date of termination:  
(enter "None" if this is a  
permanent position)

Full Time Employee (FTE) %:

Contact phone number of new  
staff member or dept. assistant:

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I hereby certify that the above information is correct and that the above named employee has been hired by this department.

Name of Supervisor:

Title of Supervisor:

Signature of Supervisor:

The ITS representative creating the account will follow up via phone, requesting the date of birth and SSN of the new staff member. This information is used to sync up with Human Resources records once the user is entered.

If you have any questions regarding this form or procedure, please contact the Technology Support Center at (314) 516-6034.