

To: Human Resources and IT  
 From:  
 Date:  
 Re: Person of Interest (POI)

The Department of \_\_\_\_\_ is writing to request email and/or NetID access for the following person:

Name:  
 Department:  
 Date of birth (DOB):  
 Social Security Number (SSN) or Person ID#:  
 Gender:  
 Effective date:  
 End date:  
 Position description:

Position of Trust:  Yes  No

*Defined as: Position may involve unsupervised or significant access to minors, under the age of 18 who are NOT enrolled or accepted for enrollment at a UW System Institution, and medical patients (vulnerable populations); property access; financial/fiduciary duties; and all executive positions.*

Please submit this form directly to the Office of Human Resources via fax, in person drop off, or by uploading to OneDrive and sharing with [recruitment@uwosh.edu](mailto:recruitment@uwosh.edu). Please do not email this form as it contains sensitive information.

Please allow up to 72 hours for the creation of email and/or NetID access from time of submission. Information located on [this knowledgebase](#) will walk through how to establish accounts for the first time. POI's can also reach out to the IT Helpdesk ([helpdesk@uwosh.edu](mailto:helpdesk@uwosh.edu) or 920-424-3020) with any questions when establishing accounts.

**For Office of Human Resources use ONLY:**

Position of trust:  Yes  Yes, vulnerable  No  
 Criminal Background Check Required:  Yes  No

Human Resources:	Date
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**Human Resources**  
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 PHONE (920) 424-1166 | FAX (920) 424-2021 | WEB [uwosh.edu/hr](http://uwosh.edu/hr)