

PURDUE PERSON SEARCH (PPS) ACCESS REQUEST FORM

Add

Change

Delete

User Name: _____
(Last Name) (First Name) (Middle Initial)

Org Unit Building Phone PUID

Requestor: _____
(Department Head, Supervisor, or Account Manager)

- Full Access (Searches by name, PUID, SSN and Alternate ID. Requires completion of [SSN Exception Form](#))
- Limited Access (Searches by name, PUID and Alternate ID only)
- Lite Access (Searches by IDs only)
- Suspense Processing Access

State the business need for access to PPS (required for all requests)

You are responsible for any action taken with your PPS account access. User's names are associated with the PPS account so that Security Administration may track usage. All individuals who use or have access to Information Assets and IT Resources are affected and governed by the Information Security & Privacy (VII.B.8) policy and its supporting standards and procedures. You may review this policy at:

<https://www.purdue.edu/policies/information-technology/viib8.html>

Access to PPS is automatically terminated after 180 days of non-use.

Departmental Authorizing Signature (department head, supervisor, account coordinator)

User's Signature

Date

User's email address

Steward Use Only

Data Steward Signature

____ PUID/SSN Search

____ Suspense Process

Date

____ Name Search

Mail or fax to the appropriate Human Resource or Student Data Steward