Wesleyan Events & Conferences Access Request/Change

Effective date for this request:

[   ]

Please allow at least two business days for processing.

Request Type:

New User (create access)   Modify Access

Delete Access

If access is the same as another user or former user, indicate username:

User Information:

Name: Wes ID: Dept. Name

Title: Phone:

Wesleyan Email Address:

Will training be required?   Is someone in your department able to provide preliminary training?

   yes   yes

   no   no

Supervisor Name:

Note: This form is for full-time staff responsible for managing requests for departmental space only. All current students, faculty, and staff automatically have access to Room Request through WesPortal. For additional information about using both Room Request and EMS, visit the FAQ on WesPortal. *EMS user accounts are not available for temporary employees.*