



Office Use Only:			
Processed Date:		Conf. Form:	
Username:			
ADV ID:			

New Account Request Form

Instructions

Submit this form to the Foundation Helpdesk at least 5 business days prior to training. Each employee must sign a Confidentiality Agreement and attend a training session before access will be granted.

Email: helpdesk@uofoundation.org
 Fax: 541.344.8079
 Campus Mail: University of Oregon Foundation
 Attn: Business Technology Helpdesk

New Account Information:

Employee Start Date:			
First Name:		M	
Last Name:			
Email:			
Title:			
Department:			
Phone:			
UO ID:			

***MUST BE COMPLETED BY
Development Officer/staff person
representing your school/college/unit***

If you are not clear on who is your development staff person, contact Paul Elstone, Assistant Vice President, School and Colleges, University Development 541-346-2166 or pelstone@uoregon.edu

Request by	
Signature	
Email	
Phone	

New Employee Status:

Regular Student or Work-Study
 Temp

System Access:

Advance
 Laserfiche

For security purposes, **each employee is required to have their own username and password.** All student and work study accounts are disabled at the end of each school year.

Please contact the Foundation Helpdesk with any questions, account reactivation or password problems at: 541.302.0338 or helpdesk@uofoundation.org.