

**LSU Alexandria**  
**New Employee PAWS Account Application Form**  
*via HRM Orientation Coordinator*

**Employee Information**

Name \_\_\_\_\_ ID/SSN \_\_\_\_\_  
Department \_\_\_\_\_ Phone Number \_\_\_\_\_

Do you have an LSUA.edu e-mail address?  Yes  No

If so, please indicate: \_\_\_\_\_

**Account Information**

The PAWS ID must be unique. Unless requested, your Username will be generated by the system and it will be composed of the first letter of your first name, a portion of your last name and a number.

For example: **Mike Tiger** would have the ID **mtiger1**.

If you would like to request an id **other than the system-generated id**, please indicate below in the "Requested Username" section. Depending on availability, your request may or may not be possible.

**Requested Username**

**\*\*CANNOT BE LONGER THAN 8 ALPHANUMERIC CHARACTERS (A-Z, 0-9)\*\***

1<sup>ST</sup> Choice \_\_\_\_\_

2<sup>nd</sup> Choice \_\_\_\_\_

3<sup>rd</sup> Choice \_\_\_\_\_

**Use of your account binds you to LSU's Computer Usage Policy:**

"This is the Louisiana State University computer system, which may be accessed and used only by authorized persons. LSU reserves the right to review and/or monitor system transactions for compliance with its policies and/or applicable law. Upon reasonable cause, LSU may disclose such transactions to authorized persons for official purposes, including criminal and other investigations, and permit the monitoring of system transactions by law enforcement agencies. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms."

**Employee Signature**

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

**HRM Orientation Coordinator**

Once the account is set up, this person will be responsible for transferring the PAWS account information to the employee.

Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
E-mail Address \_\_\_\_\_ Fax Number \_\_\_\_\_