

*Request for Access to the  
PeopleSoft/FACSYS System  
Course and Student Record Information*

I request that I be given on-line access to those sections of the Williams College PeopleSoft system which are available to the faculty and academic staff. By my signature below, I am indicating that I have read the document "Loose Lips Sink Ships" prepared by the Registrar and agree to abide by the procedures mentioned therein. Further, I agree not to share my access password codes to the PeopleSoft system with others. Finally, I agree to log out of the PeopleSoft system each time as soon as I have finished using it and agree not to leave student information on my computer screen when I am not present.

Name: \_\_\_\_\_ Department: \_\_\_\_\_  
*(please print)*

Campus Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign this form and submit it to Mary Morrison, Registrar's Office, to request your PeopleSoft/FACSYS access. Signed forms can be faxed to 413-597-4010, or e-mailed to [Mary.L.Morrison@williams.edu](mailto:Mary.L.Morrison@williams.edu), or mailed to Office of the Registrar, P.O. Box 696, Williamstown, MA 01267, or turned in to the Registrar's Office, 2<sup>nd</sup> floor, Hopkins Hall.