



**Office of Scheduling and Space Management**  
 Public Safety Building, Room 367  
 Rutgers, The State University of New Jersey  
 55 Paul Robeson Blvd.  
 New Brunswick, NJ 08901

scheduling.rutgers.edu  
 sched@echo.rutgers.edu  
 p. 848-932-2572  
 f. 732-932-2578

### System Access Form for Course Scheduling

This form is used to grant and change access to scheduling systems for departmental scheduling staff and administrators. The form should be signed by the department chair/director in order to process the access request.

Please return the completed form to Gina Connors, Senior Scheduling Analyst, by email ([gina.connors@rutgers.edu](mailto:gina.connors@rutgers.edu)) or fax (732-932-2578). For any questions, please call Gina at 848-932-4313.

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ NetID: \_\_\_\_\_

Access will be granted to both the Course Scheduling System (CSS) and to CourseAtlas. All users will also be added to the Course Scheduling-NB Sakai site.

\_\_\_\_\_ Read-only Access

\_\_\_\_\_ Edit Access (please specify unit/subject combinations below – for example, unit 01, subject 470)

Unit: \_\_\_\_\_ Subject(s): \_\_\_\_\_

Unit: \_\_\_\_\_ Subject(s): \_\_\_\_\_

Unit: \_\_\_\_\_ Subject(s): \_\_\_\_\_

Is this user an additional user for the department, or replacing someone?

\_\_\_\_\_ Additional \_\_\_\_\_ Replacement – if so, who? \_\_\_\_\_

Department Chair/Director: \_\_\_\_\_  
 (signature)

Department: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_