



**Terra Dotta Software (TDS)  
New User Request Form**

Email completed form to [ifss@wisc.edu](mailto:ifss@wisc.edu)  
Please allow 2-3 business days for processing

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Information about employee who needs access:

Full Name:

NetID/Campus ID:

Empl ID:

Email:

School/College/Division:

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Is this person replacing another TDS user who no longer needs access?      Yes      No

If yes, please tell us who and when that person's TDS access can be removed:

What role will this person have in TDS (select one):

Submitting immigration requests

View only/backup for primary contact

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For Dean's Office Only

TDS users MUST have Workday access in an HR security role. Does this user have this?      Yes      No

Dean's Office Printed Name:

Dean's Office Signature:

Date: