



Terra Dotta Software (TDS)

New User Request Form

Email completed form to ifss@wisc.edu

Please allow 2-3 business days for processing

Information about employee who needs access:

Full Name:

NetID/Campus ID:

Empl ID:

Email:

School/College/Division:

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 requests

View only/backup for primary contact

For Dean's Office Only

TDS users are required to have HRS access. Does this new user have HRS access already? Yes No

Dean's Office Printed Name:

Dean's Office Signature:

Date: