

Completing a WISDM Request

Administrative Services' WISDM Authorization form has been converted to a Plone form. This document will now be processed primarily through the intranet via a WISDM Authorization workflow. The only change for requestors is that you will need to include the name and e-mail of your Supervisor/Club Advisor. If you do not include the correct e-mail address the form will not be processed. Please ensure that you include the correct UWO e-mail address.

Below are the easy steps requestors need to follow in order to submit a request with the new WISDM Authorization Plone Form:

1. Select the link, found under WISDM Authorization Form on the Administrative Services website: <https://plonedev.uwosh.edu/adminservices/>



2. On the Administrative Services Plone Home Page, select "Create a new WISDM Authorization Form."
 - a. It will prompt you to log in.
 - b. You will need to use your Oshkosh NetID and Password.
Hint: This is the same ID and Password you use to sign into to computers on campus.



3. Complete all required text boxes on the form.
 - a. Your name and e-mail address will be automatically added once you sign in with your NetID.
 - i. Do not change your e-mail address to anything other than your UW Oshkosh e-mail!
 - b. Under Department/Club Number please enter your WISDM funding string that you are requesting access to.
 - i. If you are requesting access to several please include only the main funding string – we will send a request if we need further clarification.
 - ii. Ex: 128-012345-6
 - c. Supervisor/Club Advisor Name and E-mail need to be provided so the form can be routed to them for approval.
 - i. Please ensure that you use your Supervisor/Club Advisor's UW Oshkosh e-mail.
 - ii. They will be contacted via e-mail, informing them of your request to access WISDM.
 - d. After you complete the form and select whether the request is for authorization or de-authorization select submit.

Contents
View
Edit
QuickEdit
Rules
Sharing

Actions ▾ Add new... ▾ State: Private ▾

WISDM Authorization Form

by Metke, Angela M — last modified Jan 30, 2014 09:09 AM — [History](#)

This form will grant WISDM access to any student or staff member on campus. After the the form has been approved by the Supervisor and Financial Services you will receive an e-mail confirmation. If you have any questions please feel free to contact Financial Services at 424-0946 or via e-mail: metkea@uwosh.edu.

Requesters Name ■

Your E-Mail Address ■

Department/Club Number ■
ex: 128-012345-6

Department/Club Name ■

Supervisor Name ■
**Any Clubs or Student Organization Members MUST provide their Club Advisor's name in this box.

Supervisor E-mail ■
**Any Clubs or Student Organization Members MUST provide their Club Advisor's e-mail in this box.

Request Type ■

Authorization

De-Authorization

4. You will receive a “Thank You” page with a copy of your completed form.
 - a. This verifies that your form has been submitted to your Supervisor/Advisor for approval.
 - b. After your Supervisor/Advisor and the Financial Services Authorizer approves your form you will receive an e-mail notifying you that you have been granted WISDM access.



View Edit Sharing

Thank You

by Metke, Angela M — last modified Jan 17, 2014 09:22 AM

Thanks for your input.

Requesters Name
Angie Metke

Your E-Mail Address
metkea@uwosh.edu

Department/Club Number
128 - 012345 - 6

Department/Club Name
Colzies

Supervisor Name
Deborah Matulle

Supervisor E-mail
matulle@uwosh.edu

Request Type
Authorization

If you have any questions regarding the completion of the WISDM Authorization Plone form please contact Financial Services at 424-0946 or via e-mail: leemai@uwosh.edu.