**College of Health & Human Sciences – Request for Privileges (R4P) Process –**

*HHS HR EC will request for future employees, including Visiting Scholars*

*Business Offices will request for non-employees*

Updated 5/14/2014

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| 1 Complete R4P | *HHS HR Employment Center* | - Access R4P website at [http://www.purdue.edu/apps/account/r4p](http://www.purdue.edu/apps/account/r4p)
- Log in with career account and password
- Complete all required fields marked by an * (this info should come from the Form 13)
- Submit for approval |

- Log in with career account and password
- Enter employees last and first name
- Click on appropriate name
- Write down the PUID #
- Alias should have letters based on name, if it is numbers, then the access set up is not complete through HR (check again the next day)
- Send email to hhshelp@purdue.edu to request an account be set up with employee name, position, Org Unit, supervisor name, building name and alias. |

| 3 Set up Computer Access | HHS IT | Sets up computer access |

| 4 Contact Employee | HHS HR Employment Center | Once the EC receives the “closed ticket” email from HHSIT, contact the employee via email provide the following information:
- PUID # and directions to obtain PUID card
- Alias (username)
- Call ITaP at 494-4000 to receive password |

R4P process is not necessary for graduate and undergraduate students. Their computer access is set up through the graduate school or when they arrive for their day on campus.