

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

***If necessary, the HHS EC will create these requests for future employees**

***Business Offices will create these requests for non-employees**

Updated 10/18/2019

	What to Do	Who	How to Do It
1	Complete R4P	*HHS Employment Center	<ul style="list-style-type: none"> • Access R4P website • Log in with career account and password • Complete all required fields marked by an * • Submit for approval
2	Obtain PUID # & Alias	HHS Employment Center	<p>The day after processing R4P and obtaining approval, access the Purdue Person Search (PPS)</p> <ul style="list-style-type: none"> • 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, start date, position, Org Unit and alias.
3	Set up Computer Access	HHS IT	<ul style="list-style-type: none"> • Sets up computer access
4	Contact Employee	HHS Employment Center	<p>Once the EC receives the “closed/resolved ticket” email from HHSIT, contact the employee to provide the following information:</p> <ul style="list-style-type: none"> • PUID # (call/in person ONLY) • 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.