**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

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<th>What to Do</th>
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| 1           | Complete R4P             | • Access [R4P website](#)  
• Log in with career account and password  
• Complete all required fields marked by an *  
• Submit for approval |
| 2           | Obtain PUID # & Alias    | The day after processing R4P and obtaining approval, access the [Purdue Person Search (PPS)](#)  
• 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  
• Sets up computer access |
| 4           | Contact Employee         | HHS Employment Center  
Once the EC receives the “closed/resolved ticket” email from HHSIT, contact the employee to provide the following information:  
• 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.