NSU | SharkTime

Instructions for SharkTime Coordinator Access Request Form

This form is to be completed by the HR Contact, Department Head or other direct report on behalf of the User. Submission of this form will grant, change, or terminate SharkTime Coordinator access to the specified activity code(s) and org(s). Access outside of departmental activity requires direct approval from the Dean/Director of the requested department. Please carefully determine access type needed for the User.

PLEASE NOTE: User access may not be requested for students or temporary employees.

IMPORTANT: SharkTime Coordinator Responsibilities and On Demand Training is required to be reviewed with the User. Please click the below links:

- **SharkTime Coordinator Responsibilities**
- **SharkTime On Demand Training**

To Complete the Form:

- Select the Type of Request.
- Fill in the blanks for Requestor and User information.
- Select action needed for Access Information.
- Access Type should specify the activity code(s) or org(s) for User access.
- Include any comments in the text field.

To Submit the Form:

- Click Submit Information button once all required fields are completed.

Requestor will receive email confirmation and will be notified once access is updated.

Please contact sharktime@nova.edu for assistance or with any questions.