## SAMPLE DEPARTMENTAL SOFTWARE AND SYSTEMS

This sample document is intended for LSU departments and offices to download and customize with specific information related to new hires' needs for access to various software and systems essential for their daily operations. The table below outlines the steps required to gain access, including contact information for support and any necessary notes.

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| **Software/System** | **How to Get Access** | **Contact Person and Info** | **Notes** |
| *i.e., CUPA Data on Demand* | *Email Business Manager and ask…* | *Mike Tiger* *miketiger@lsu.edu* | *Only HRM Employees will need access to this system.*  |
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