



NETWORK ACCESS REQUEST FORM

Please allow seven working days to process. Return form to Information Services, Stone 204.

(Please print or type legal name of user as listed on his/her Social Security Card)

Name: _____
Last First Middle

Position Title: _____

Phone Extension: _____ Office (Building/Room): _____ Dept: _____

Job Status: _____ Full-Time _____ 30-Hour w/Benefits _____ Part-Time/Temporary

PLEASE INDICATE THE SYSTEM ACCESS REQUESTED:

- Domain User Account (PC Login)
GroupWise Email
Faculty Access (Student Data-Registration)
Work-Study Access (Provide additional information below)
FTP Access
Blackboard Account

**Datatel Access:

Production: _____ Test: _____

Databases Needed:

Datatel ST: _____ Datatel CF: _____ Datatel HR: _____

**Please complete Datatel Security Request form also

PLEASE INDICATE ANY NEEDS SPECIFIC TO THIS USER IN THE SPACE BELOW:

[Empty box for specific user needs]

Employee:

I have read and accept the Information Technology Resources Acceptable Use Policy in the SCC Personnel Manual. I will maintain the confidentiality of my password and ensure data integrity.

Employee

Date

Access Approval:

Supervisor

Date

For Information Services Use:

Domain User ID: _____ Notes:
Datatel User ID: _____ Unix # _____
GW User ID: _____
User setup by: _____
Date user added: _____