



# 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     Distance Learning

#### \*\*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:

#### 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: \_\_\_\_\_