



INFORMATION TECHNOLOGY

**SECTION I: APPLICANTS INFORMATION**

Affiliate Type:            Faculty            Staff

First Name  M.I.  Last Name

Department  Position:

Building  Room #  Extension

T.C. E-mail address:

**SECTION II: DEPARTMENT HEAD REQUEST**

Account Action            Add            Update            Terminate (terminate date \_\_\_\_\_)            Copy

Account Status            Permanent            Temporary            (expiry date \_\_\_\_\_)

Account Application Access:    AP\_\_ AR\_\_ BC\_\_ BK\_\_ CA\_\_ GL\_\_ LV\_\_ PC\_\_ PR\_\_  
    PO\_\_ SP\_\_ SR\_\_ FA\_\_  
    CE\_\_ CU\_\_ DP\_\_ GR\_\_ IN\_\_ NC\_\_ PG\_\_ RG\_\_ SH\_\_ AD\_\_ DM\_\_

Account Program I.D.:            All\_\_ Other\_\_ (Please specify below in box)

I acknowledge that the applicant whose name in Section I is an employee of the College and job duties require such access to the Administrative System. I understand that all new applicants must complete the "Basic System Operations" course prior to gaining access to the system. (Please have applicant complete IT: TR1:1.0 for training)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION III: AUTHORIZATION FOR ACCESSING OTHER DEPARTMENTAL PROGRAMS**

|   |   |
|---|---|
| I authorize the access for the applicant whose name is given in Section I to the application(s)/program(s) specified in Section II. I acknowledge that the applicant's job duties require such access to my departmental application(s)/program(s). | V.P. of Finance _____ Date _____<br>Dir. of Fin.Aid _____ Date _____<br>Registrar _____ Date _____<br>Dir. of Admissions _____ Date _____<br>Dir. of Housing _____ Date _____ |
|---|---|

**SECTION IV: USER DECLARATION**

I hereby request access to the Administrative System described above. I acknowledge that the Information Technology Policy & Procedures will apply and I will read and abide by them.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION V: INFORMATION TECHNOLOGY USE ONLY**

Username: \_\_\_\_\_ User # \_\_\_\_\_

I.T. Staff Initials \_\_\_\_\_ Date Completed: \_\_\_\_\_