



Talladega College
Department of Administration and Fiscal Affairs
IT/Computer Center
Remote User login Form 1

PART A TO BE COMPLETED BY REQUESTOR

As Talladega College Computer Network has the capability to give its users to remote login to Administrative System. This form is use for creating user for remote access to the Talladega College Network or to temporary permit any outside vendor to come inside the Talladega College Computer Network.

1. Name of Requestor Date
2. Job Title
3. Department/Office
4. Date Needed By

IT/Computer Center make the log of all users which has the right to access the Talladega College Network Remotely off working hours from any where. It is the responsibility of the users to secure the login and all software necessary to access Talladega College Computer Network.

5. How long you need Remote Access to Talladega College Network
6. Purpose:

7. Signature of the Requestor: _____ Date: _____
8. Supervisor Signature: _____ Date: _____

For Temporary Talladega College Computer Network permission

9. Vendor Name & Address:
10. Time to Use

PART B TO BE COMPLETED BY IT/COMPUTER CENTER

User name and password will be issued to the requestor by getting permission to the V.P Fiscal Affairs

11. USER NAME:
12. PASSWORD:
13. IT DIRECTOR Signature: _____ Date: _____
14. V.P Fiscal Affair Signature: _____ Date: _____