



## Instructions for Completing the CLPCCD Technology Systems Access Request Form for All Hires

To better process and track requests for technology access -  
Please fully complete and sign the associated form.



### Action:

- 1-a) Select the purpose for the request – is this to: add a new employee to a system(s); check for access and reinstate a returning employee; modify system access for an existing employee; or remove access.
- 1-b) Enter Effective Date when employee can begin or terminate employment (according to the PAF).

### Employee Information:

- 2-a) Enter the employee's first, middle and last name. (The middle name or initial is important if there are other people in the system with the same last name and first initial)
- 2-b) Enter the employee's W-ID # assigned by Human Resources.
- 2-c) Enter the employee's job title, as hired. (Helpful for determining appropriate configuration)
- 2-d) Enter the employee's campus phone #. (If TBD, leave field blank and make a selection in the Phone section)
- 2-e) Enter the room number of the employee's office/ workstation, if applicable
- 2-f) Enter the employee's department or discipline. (This is important when configuring groups)
- 2-g) Select site/ campus.
- 2-h) Select if this is a request for name change, include previous last name.
- 2-i)
  - Regular hires: Enter Board approval date (only for new or rehires) and select the classification of the employee. (This is important when configuring groups)
  - Temporary hires – not permanent employees of the District: Enter the position end date which will suspend the account (according to the PAF or Student Assistant Employment Requisition). If the position is rehired or extended, another request will need to be submitted to reinstate access. Enter Board or HR approval date and select the classification. Additionally, for an outside contractor, enter the name of the organization they represent.

### Computer/Network Access:

- 3-a) Select domain user account if the employee will be using computer/ networked resources or e-mail.
- 3-b) Select access to departmental shared folder(s), if applicable; include name of folder.

### Email:

- 4-a)
  - Select regular for a standard account.
  - Select alias account to forward all e-mail to an outside/ personal account. Enter outside/ personal email address for forwarding.

### Phone/Voice Messaging:

- 5-a) Select user desktop phone for employees being assigned an office or workstation.
- 5-b) Select voice message account (to be associated with the desktop phone OR a phantom/ guest account)

### Copy Services:

- 6-a) Select convenience copiers to copy, print, scan or fax.
- 6-b) LPC ONLY: Select campus copy center for use of Ricoh TRAC job submission site.

### College Software:

- 7-a) Select all that apply: SARS – Grid; SARS – Trak; Other and enter the name of the software.

### Banner Third Party Programs:

- 8-a) Select all that apply: BDMS; BossCars; DegreeWorks; Other and enter the name of the program.

### Banner Access:

- 9-a) Select all that apply: Student Module, Finance Module, Financial Aid Module.

### Comments:

- 10-a) Enter any comments or special instruction which will be helpful in setting up the requested accounts.

### Approval:

- 11-a) Employee – Review the CLPCCD Computer Use Board Policy 3720
- 11-b) Employee - print out request form, sign and date, then forward to your administrator.
- 11-c) Responsible Administrator – sign, date and enter phone extension. Submit the completed form to the CLPCCD ITS Help Desk. (Requests will be processed based on start date, hire date and date received.)

If there are any questions regarding the request, the technology staff will contact the requesting department. If the request is urgent, please contact the responsible technology staff member for alternate instructions.



# CLPCCD Technology Systems Access Request

Submit completed and signed requests to:  
ITS Help Desk \* Bldg. 1900 @ LPC \* 925-424-1715



PLEASE TYPE or PRINT LEGIBLY and FILL OUT COMPLETELY

Action:  New  Rehire  Modify Access  Revoke Access Effective Date: \_\_\_\_\_

<b>Employee Information:</b>	W-ID #: _____
First Name: _____ M.I./Name: _____ Last Name: _____	
Job Title (as hired): _____	
Campus Office Phone #: _____ Campus Office / Room #: _____	
Department / Discipline: _____	
Site: <input type="checkbox"/> Chabot <input type="checkbox"/> Las Positas <input type="checkbox"/> District Services	
<input type="checkbox"/> Request for Name Change? Previous last name: _____	

<b>Regular Hire:</b>	<b>Temporary Hire:</b>
Board Approval Date: _____	Board/ HR Approval Date: _____
<input type="checkbox"/> Administrator <input type="checkbox"/> FT Faculty / Counselor / Librarian	<input type="checkbox"/> Temp / On-call Classified <input type="checkbox"/> Student Assistant
<input type="checkbox"/> Regular FT/PT Classified <input type="checkbox"/> PT Faculty/Counselor/etc.	<input type="checkbox"/> Professional Specialist <input type="checkbox"/> Volunteer
<input type="checkbox"/> Confidential / Supervisory Classified	<input type="checkbox"/> Contractor: _____
End Date: _____	

<b>Computer / Network:</b>	IT Staff only:	<b>E-mail Account:</b>	IT Staff only:
<input type="checkbox"/> Domain User Account	(date completed/ initials)	<input type="checkbox"/> Regular	(date completed/ initials)
<input type="checkbox"/> Dept. Shared Folder access (name of folder): _____		<input type="checkbox"/> Alias Account:(enter personal address for e-mail forwarding)	
_____		_____	

<b>Phone / Voice Messaging:</b>	IT Staff only:	<b>Copy Services:</b>	IT Staff only:
<input type="checkbox"/> User Desktop Phone	(date completed/ initials)	<input type="checkbox"/> Convenience Copier(s)	(date completed/ initials)
<input type="checkbox"/> Voice Message Account		<input type="checkbox"/> Campus Copy Center – (LPC web submission account)	
_____		_____	

<b>College Software:</b>	IT Staff only:	<b>Banner Third Party Programs:</b>	IT Staff only:
<input type="checkbox"/> SARS – Grid	(date completed/ initials)	<input type="checkbox"/> BDMS <input type="checkbox"/> Other (list below):	(date completed/ initials)
<input type="checkbox"/> SARS - Trak		<input type="checkbox"/> BossCars	
<input type="checkbox"/> Other (list below): _____		<input type="checkbox"/> DegreeWorks	
_____		_____	

<b>Banner Access:</b> (for administrative use)	ITS Staff Only: (date completed/initials)	Notes:
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<input type="checkbox"/> Student Module		
<input type="checkbox"/> Finance Module:		
Fund# _____ Org# _____	Query Only? <input type="checkbox"/> yes <input type="checkbox"/> no	Budget/Requisition Entries? <input type="checkbox"/> yes <input type="checkbox"/> no
<input type="checkbox"/> Financial Aid Module		
<input type="checkbox"/> HR Module (HR only)		
<input type="checkbox"/> IBM Account		

**Comments / Special / Additional Instructions:**

\_\_\_\_\_

<b>Approval:</b> I agree to abide by the Chabot-Las Positas Community College District, Computer and Network Use Board Policy 3720 which can be found online at: <a href="http://www.clpccd.org/board/bprevisedchapter3.php">http://www.clpccd.org/board/bprevisedchapter3.php</a>	IT Staff only: (date of e-mail confirmation/init)
Employee Signature: _____ Date: _____	
I authorize establishment of requested accounts and agree to notify all parties on conclusion of employment.	
_____	
Administrator / Manager Signature _____ Date _____ Phone Ext. _____	

Requests will be processed based on the effective date, hire date and date received.