

IT ACCOUNT REQUEST/CHANGE FORM

HUMAN RESOURCES

Employee:	Date of Request:
Department:	SID:
Title:	Start Date:
Phone #:	Room Location:
Supervisor:	Supervisor Phone #:

CHECK ALL APPLICABLE INFORMATION

New
 Transfer
 Sub
 Work Study
 Temp
 Update Only
 Faculty
 PTE
 Facility
 PSO
 Exempt
 Replacing anyone?
 Yes
 No
 If yes, who? _____

EMPLOYEE'S SUPERVISOR

New Set-up
 Change Existing Set-up

Departmental Transfer (completed by employee's former supervisor)

Employee's former phone #:	Employee's former room #:
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Administrative applications to be deleted:

Secure92	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
FAM	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Telecommunications (check one on each line):

Voice Mailbox: Yes No

SCAN Account: Yes No

International Yes No
(Canada is part of the normal dialing range)

Network (check one on each line):

Network Account: Yes No
(log on account)

E-mail Address: Yes No

Administrative Applications (Secure 92 screens):

	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Copy from current user?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

If yes, who (Secure92 screen name to be copied)? _____

Indicate in the table below which screens, levels, process groups, and modifications the employee should have access.

FAM Account: Yes No

Role: Director Program Coordinator Program Assistant View Only

All CIS requests require the review and approval of the following Application Managers:

- Financial Aid (SM9000 series **and** FAM account) – Senior Administrator in Financial Aid
- Finance (BM, MM, GA, BA, ZX, CR, PM) – Senior Administrator in Finance
- Human Resource and Finance (PS) – Senior Administrator in Human Resources and Finance
- Student Services (SM, SD, SR) – Senior Administrator in Student Services
- Course Management (CM, IS) – Senior Administrator in Instruction

Access levels:

0 - inquiry

1 - inquiry, change

2 - inquiry, change, add

3 - inquiry, change, add, delete

	Screen	Access	Menu Page		Screen	Access	Menu Page
<input type="checkbox"/> Add				<input type="checkbox"/> Add			
<input type="checkbox"/> Change				<input type="checkbox"/> Change			
<input type="checkbox"/> Delete				<input type="checkbox"/> Delete			
<input type="checkbox"/> Add				<input type="checkbox"/> Add			
<input type="checkbox"/> Change				<input type="checkbox"/> Change			
<input type="checkbox"/> Delete				<input type="checkbox"/> Delete			
<input type="checkbox"/> Add				<input type="checkbox"/> Add			
<input type="checkbox"/> Change				<input type="checkbox"/> Change			
<input type="checkbox"/> Delete				<input type="checkbox"/> Delete			
<input type="checkbox"/> Add				<input type="checkbox"/> Add			
<input type="checkbox"/> Change				<input type="checkbox"/> Change			
<input type="checkbox"/> Delete				<input type="checkbox"/> Delete			