



Request for Staff /Faculty User ID For R-CCC's Computer Systems

Please enter the following information to request a new User ID and password or to update your computer access. All forms should be returned with all signatures to the System Administrator in the Jernigan Building, Room 110.

(Please print or type) All information is required, N/A if not applicable.

First: _____ Middle: _____ Last: _____

Social Security Number (last 4 digits only): _____

Preferred Name: _____

Office extension or phone number: _____

Department and Location: _____

Job Title: _____

Email (other than R-CCC issued email): _____

<input type="checkbox"/> ADD User	This Request is to: <input type="checkbox"/> MODIFY User	<input type="checkbox"/> Annual UPDATE
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Computer Access

Requested: __ Yes __ No

Colleague Access

Requested: __ Yes __ No

Adjuncts can only receive access to WebAdvisor

WebAdvisor Access

Requested: __ Yes __ No

Is this user Full-Time?

__ Yes __ No **If not full-time, provide contract end date:** ___/___/___

Will this user register students?

__ Yes __ No **If yes, answer the next question**

In which area will this user register students?

__Curriculum ___ ConEd/Basic Skills

Employee Signature: _____ Date _____ / _____ / _____

Immediate Supervisor Signature: _____ Date _____ / _____ / _____

Dean Signature: _____ Date _____ / _____ / _____

HR Signature: _____ Date _____ / _____ / _____

Note: Each Dean is required to complete the reverse side of this Security Worksheet to establish a user's security class for CIS access.

*******FOR IT ONLY*******

Mnemonics Listing Attached and Initialed by supervisor and Data Owner: ____ Yes ____ No

Date Received _____

Security Class Assigned: _____

Date Login Information and Security Class Information Given to User: _____

Colleague System	Computer/Email Access
User ID: _____	User ID: _____
<input type="checkbox"/> Create UT.OPERS Record UT	<input type="checkbox"/> Create Computer account
<input type="checkbox"/> Assign security classes	<input type="checkbox"/> Create Email account
<input type="checkbox"/> Verify that user has access	<input type="checkbox"/> Verify account access
<input type="checkbox"/> Create user's SVM record	<input type="checkbox"/> Notify user account is ready
<input type="checkbox"/> RGUS setup for users that will register students	
<input type="checkbox"/> Login as user and verify setup	User setup by: _____
<input type="checkbox"/> Notify user that account is ready	Date Completed: ____/____/____
User setup by: _____	
Date Completed: ____/____/____	

Email membership groups assigned: _____