

Colleague System Logon Request

Procedure

1. The user's Supervisor must fill out this form and send it to the Module Supervisor for the area that the user needs rights in. The Module Supervisors are:
 - MC Student = Daniel Sanidad or Rita Grogan
 - WV Student = Barbara Ogilvie or Maritza Cantarero
 - Finance = Ngoc Chim
2. The Module Supervisor will review the request, determine security classes and forward the request to Lucy Trinh and cc Thelma Rodriguez in IS.
3. IS will send the password and login information to the new user or their supervisor.

1. Legal Name for the individual getting the new logon (First Name, Middle Initial, Last Name):	First Name Middle Initial Last Name
2. Colleague ID	
3. College/Dist. and Department	
4. Telephone Number	
5. Which of the following describes this employee's working relation to the district? (Choose one)	<input type="checkbox"/> Permanent Employee <input type="checkbox"/> N.O.E (hourly) <input type="checkbox"/> Work-study <input type="checkbox"/> Other
6. What is the employee's job title and function?	Title Function
7. Who is this employee replacing? -or- Who is currently working in a similar position?	
8. What are the requested access areas?	<input type="checkbox"/> Finance <input type="checkbox"/> Student <input type="checkbox"/> HR
9. Requestor's Name	
10. Requestor's Department	
11. Requestor's Telephone Number	
12. Approval of Supervisor or Div Chair	
13. Date	