



## Information Technology Services User Authorization Form for Faculty & Staff

Please enter the following information to request a new User ID and password. Submit this form with signatures to the Network Services Specialist located in the computer center. **Please print this form front to back.**

**Legal Name:** (Name as in Datatel) \_\_\_\_\_  
(If you have a name you prefer to go by please put that in parentheses after their legal name)

**Date:** \_\_\_\_\_ **Title/Position:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Office Number:** (if applicable) \_\_\_\_\_

**Office Phone Ext.** (if applicable): \_\_\_\_\_ **Full Time** \_\_\_\_\_ **Part Time** \_\_\_\_\_

**Non-SCC Email Address:** \_\_\_\_\_

**Please check the service(s) required:**

- ( ) Network Account (Novell NetWare) ( ) Email Account (Novell GroupWise) ( ) College Information System  
( ) Remote Terminal Server Access ( ) VPN Access

Supervisor Authorization for All Remote Access: \_\_\_\_\_

Justification for Remote Access: \_\_\_\_\_

*(Remote Terminal Server Access and VPN Access will require your Supervisor's Authorization and justifications for request)*

**NDS Groups** – If applicable, please circle the list the user needs to be added to: **Staff Faculty Adjunct**

**Cashiers\_Users Cherokee\_Users Franklin\_Staff Macon\_Campus PSTC\_Staff Swain\_Users**

**GroupWise Distribution Lists** – please circle the list the user needs to be added to:

Academic Program Coordinators	Advisors	Business Office Staff	Career Programs
CEREG Users	CISGeeks	Computer Operations Staff	Continuing Education Staff
Enrollment Services	Everyone	Executive Council	Faculty Full Time
Full Time Staff	General Education Adv.	General Education Div.	Health Sciences Division
Instructional Services	LL ADA	LL Admissions Officer	LL Basic Skills Director
LL Blackboard Administrators	LL BLET	LL Business Officers	LL Campus Security
LL CCLINC	LL CISCORE	LL CIS Implementation	LL CIS Project Mangers
LL Cont Ed Officers	LL Controllers – Bookkeepers	LL Data Coordinators	LL Distance Learning
LL Dynix	LL Equip Coordinators	LL FIT Director	LL Fin Aid Officer
LL GroupWise Administrators	LL Instruction Officers	LL Lib Focus Team	LL LRC
LL LRC Directors	LL Maintenance	LL N4CSGA Officers	LL NetWare Administrators
LL Network Administrators	LL PC Technicians	LL Personnel Officers	LL PIO
LL Planners	LL Presidents	LL Purchasing Officers	LL Registrars
LL SBC (Small Business Center)	LL SKW	LL Student Counselors	LL Student Serv Officers
LL Systems Administrators	LL Webmasters	NAE	Safety
Student Services	Student/Institutional Dev		

I, the user, understand it is my duty to have written documentation and proof of licensing for any and all specialized software on my office PC not associated with the college data network. It is my responsibility to ensure that all software installed on my office PC is legal and within the regulations of the software license agreement or is protected under the college license agreement. I also agree to abide by all the college computing and email policies established by the college listed in the employee policy and procedures manual as distributed by Human Resources.

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## Datatel Access Work Sheet

Name: \_\_\_\_\_

Student Curriculum	Financial Aid	Financials	Financials (cont)
X882_ST_ACADPROG	X882_ST_FASETUP	X882_CF ASSOCCOMP	X882_CF ASSOCCOMPPR
X882_HR_ACADASST	X882_ST_FACOMM	X882_ST ASSOCCOMP	X882_CORE ASSOCCOMPPR
X882_ST_ACADASST	X882_ST_FAPROC	X882_CORE ASSOCCOMP	X882_ST ASSOCCOMPPR
X882_ST_SS	X882_ST_FACODDOE	X882_HR ASSOCCOMP	X882_HR ASSOCCOMPPR
X882_ST_SSAR	X882_ST_FAADMISSION	X882_ST_PARKING	X882_ST_SETOFFDEBT
X882_CORE_SS	X882_ST_FACOUN	X882_CF SPONBILL	<b>CE</b>
X882_ST_SWS	X882_ST_FACOUNRO	X882_ST_SPONBILL	
X882_ST_ADMISSION	X882_ST_FAAWARD	X882_ST_BUSOFF	X882_CE_REG
X882_ST_Advisor	X882_ST_FASAP	X882_HR_PY	X882_HR_CEREG
X882_ST_STUDSUPP	X882_ST_FAAUTOPKG	X882_CF_PY	X882_CE_ADMINASST
X882_ST_BBADMIN	X882_ST_FAR2T4	X882_ST_PY	X882_CE_ASST
X882_ST_HUSKINS	X882_ST_FAWRKSTDY	X882_PWAG	X882_CE_COORD
X882_ST_ADVISASIGN	X882_ST_FALOAN	X882_ST_SETOFFDEBT	X882_CE_VP_DIR
X882_CAMPUS_CAL	X882_ST_FAVET	X882_CF_CASHIER	X882_CE_BSP
X882_CORE_FACSCH	X882_ST_FAADMINASSIT	X882_ST_CASHIER	X882_CE_SBCDIR
X882_ST_REGADMIN	X882_ST_FAREPORTS	X882_PU_SECURITY	<b>MISC</b>
X882_ST_SCHDVOUC		X882_EQ_SECURITY	
X882_ST_ADVISREP	<b>Human Resources</b>	X882_AP_SECURITY	CORE_PY_860
X882_ST_SSCOMMNG	X882_HR_SECURITY	X882_GRANTS_SECURITY	X882_FCTY
X882_ST_WEBADMINSUPP	X882_HR_BENCOOR	CF_INV_ASST	X882_ST_IRPO
X882_ST_GRADES	X882_CF_HRADMIN	CF_ADMIN_860	X882_ST_ALLUSERS
X882_ST_Trans	X882_HR_COMM	X882_BO_MACON	X882_ST_QBUILDRO
X882_ST_MACON	X882_ST_HR	X882_ST_BSRG	X882_ST_QBUILDRO
X882_ST_SWSREG	X882_CORE_HR	X882_ST_LIBRARY	<b>Required</b>
X882_ST_MACADMASST	X882_CORE_SECURITY	X882_ST_PURCH	
X882_ST_WEBADMINSUPP	X882_HR_EMPLEAVE	X882_ST_LOCRONLY	NOQBUILD
X882_ST_SSCOMMNG	X882_HR_StaffInfo	X882_ST_CONVER	X NO.IMPORT
X882_ST_SWS	X882_ST_PARKING	X882_CF ASSOCCOMP	X NO.EXPORT
X882_ST_SWSREG		X882_ST ASSOCCOMP	X UT.LO
X882_ST_GRADES		X882_CORE ASSOCCOMP	
X882_ST_Trans		X882_HR ASSOCCOMP	
X882_ST_MACON			

**Please circle the appropriate response: If Yes, please sign:**

Approved for Query Builder Yes/No Approved by: \_\_\_\_\_  
 Approved for Shel Access Yes/No Approved by: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of Student Services (ST Data Owner): \_\_\_\_\_ Date: \_\_\_\_\_

VP of Admin Services (CF/HR Data Owner): \_\_\_\_\_ Date: \_\_\_\_\_

Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

**Administrative Use Only:**  
 Service Activated: \_\_\_\_\_ Service Terminated: \_\_\_\_\_

User Name: \_\_\_\_\_ Organizational Unit: \_\_\_\_\_ Static IP Address: \_\_\_\_\_  
 Accounts Created: CIS(IIPS) ( ) Colleague: ( ) VPN ( ) Remote Server ( )