



Information Technology Services User Authorization Form for Full Time Faculty & Staff

Name: _____ Date: _____

Title: _____

Department: _____

Office Location (if applicable): _____

Office Phone Ext. (if applicable): _____ Home Phone: _____

Non-SCC Email Address: _____

Please check the appropriate service(s) that best suit your needs:

- Network Account (Novell NetWare)
- Email Account (Novell GroupWise)
- College Information System Access
- Internet Account (SCC Cyber-LINK)

Complete the following for CIS Access:

Check next to the menu's the user will need access to:

CC.FA _____ CC.RG _____ CC.AP _____ CC.AR _____

CC.CS _____ CC.EQ _____ CC.GL _____ CC.PI _____

CC.PY _____ CC.SI _____ CC.SP _____

Signed: _____ Date: _____

Vice President for Administrative Services

CC.CE _____ CC.HD _____ CC.LI _____ CC.SB _____

Signed: _____ Date: _____

Vice President for Extension Education & Services

NDS Groups – please circle the list the user needs to be added to:

Cashiers_Staff PSTC_Staff
Cherokee_Staff Swain Staff
Franklin_Staff

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

- | | | |
|-------------------------------|-----------------------------|--------------------------------|
| Academic Program Coordinators | LL Business Office | LL PC Technicians |
| Advisors | LL Continuing Ed Officers | LL PIO |
| Business Office Staff | LL Controllers-Bookkeepers | LL Personnel Officers |
| Career Programs | LL DAC | LL Planners |
| CEREG Users | LL Data Coordinators | LL Presidents |
| Computer Operations Staff | LL Distance Learning | LL Purchasing Officers |
| Continuing Education Staff | LL Dynix | LL Registrars |
| Faculty Full Time | LL Equipment Coordinators | LL SBC (Small Business Center) |
| Full Time Staff | LL FIT Director | LL SKW |
| General Education Advisors | LL Financial Aid Officer | LL Student Counselors |
| General Education Division | LL Instruction Officers | LL Student Serv Officers |
| Health Sciences Division | LL GroupWise Administrators | LL Systems Administrators |
| Instructional Services | LL LRC | LL Webmasters |
| LL ADA | LL LRC Directors | Safety |
| LL Admissions Officer | LL N4CSGA Officers | Student Services |
| LL Blackboard Administrators | LL Maintenance | Student/Institutional Dev |
| LL BLET | LL NetWare Administrators | |
| | LL Network Administrators | |

I, the user, have read the above paragraph. I 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: _____

Administrative Use Only:

NetWare Login: _____ GroupWise Login: _____

Organizational Unit: _____ NDS Groups: _____

Service Activated: _____ Service Terminated: _____

CIS Login (if applicable): _____

Notes:
