

Application Instructions:

1. Have manager complete form below (**PLEASE TYPE!!**)
2. If the employee is requesting Colleague (Datatel, Ellucian) ImageNow, SARS, Department File Shares, or LeaveTrak access, employee must clear a background check via the Live scan process. Contact Human Resources for more information.
3. The manager will need to digitally sign the form in the space provided at the end of the form.
4. Please click the Submit Button at the bottom of the form, and this will email the form to tess@sbccd.cc.ca.us

NOTE: THIS APPLICATION MUST BE SUBMITTED ONLINE

General Information:

- If the previous person is no longer an SBCCD employee they will be removed from the system.
- The SBCCD ("The District") Computer System is for the use of Faculty, Staff, and Management employed by the District and is for official District business only.
- Never divulge your password to anyone - even the Computing Center Staff or Management. Recognize that Management and the Computing Center personnel have access to your account for business purposes.
- Never leave your terminal session open unattended (e.g. while at Lunch or on break).
- Do not let others use your logon. You are accountable for activities performed during your logged on session. Refer to BP/AP 3720
- Accounts not used for 45 consecutive days may be deactivated.
- Voice mail accounts not setup by the user, within 30 days, are subject to deletion without prior notice.
- The District may reduce or revoke access **WITHOUT NOTICE**.

PLEASE DO NOT PRINT THIS PAGE

To be completed by Supervisor

Application Type:		Site:	Employee Information:	
<input type="checkbox"/> New User		<input type="checkbox"/> Crafton	Last Name : _____	First Name : _____
<input type="checkbox"/> Returning User		<input type="checkbox"/> Valley	Middle Initial : _____	Is this a current student? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Transfer from Dept/Site: _____ / _____		<input type="checkbox"/> District	Date of Birth : _____	
<input type="checkbox"/> Update Information (Dept, Access etc.)			<i>Note: Datatel ID is also known as your Staff ID, Faculty ID or Student ID.</i>	
			Datatel ID : <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

Position Information: End date required for short term, Student Workers, Volunteers, Part-time Hourly

Title / Position : _____ Dept. : _____

Building / Room # : _____ Start Date : _____ End Date : _____

Position Type: (Check most applicable box)

<input type="checkbox"/> CF - Classified Confidential	<input type="checkbox"/> NF - Non-Teaching Faculty	<input type="checkbox"/> PT - Part-time Hourly	<input type="checkbox"/> ST - Student Employee
<input type="checkbox"/> AM - Academic Manager	<input type="checkbox"/> CH - Classified Hourly	<input type="checkbox"/> CC - Classified Contract	<input type="checkbox"/> OT - Other
<input type="checkbox"/> CM - Classified Manager	<input type="checkbox"/> AF - Adjunct Faculty	<input type="checkbox"/> FC - Contract Faculty	<input type="checkbox"/> _____

Standard Accounts:

Network E-Mail Phone w/ Voicemail - Required Phone #: _____ **OR** Voicemail Only (for Adjunct / Part-Time)

Authorized Accounts:

Datatel / Colleague** ~~bf~~ Y** StarFish**

Do they need: Cash Drawer Registration Entry WebAdvisor (Counselor)

ImageNow** SARSGrid** SARSTrak** LeavTrak**

Which employee's security rights should be matched? _____

Notes :

**** A "Live Scan" (background check) must be completed and cleared prior to access being granted. . Contact Human Resources for more information.**

Misc Information:

Who previously held this position: _____ | Are they still an employee of SBCCD? Yes No | If Yes, what dept? _____

Supervisor's Name (Print) : _____ Signature : _____ Date : _____

For TESS and HR Use Only

<p style="text-align: center;">Network Information</p> <p>Username : _____</p> <p>Password : _____</p> <p>E-Mail Address : _____</p>	<p style="text-align: center;">Phone/Voicemail</p> <p>Number : _____</p> <p>Password : _____</p>	<p style="text-align: center;">Unix Account</p> <p>Login : _____</p> <p>Password : _____</p>	<p style="text-align: center;">Human Resource</p> <p style="text-align: center;">Received by</p> <p>_____</p> <p>Date : _____</p>
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