



USER APPLICATION

Technology and Educational Support Svcs

550 Hospitality Lane

San Bernardino, CA 92408

Website: <http://tess.sbccd.org/forms>

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. DO NOT attempt to complete this form within your web browser. Open the downloaded PDF in "Adobe Acrobat Reader DC" or "Adobe Acrobat Pro DC." If you do not have one of these programs, you can download Adobe Acrobat Reader from <https://get.adobe.com/reader/>.
4. Please click the Submit Button at the bottom of the form, and this will email the form to userapp@sbccd.cc.ca.us. This form must be submitted by the responsibility manager of the employee the user application is being submitted for.

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



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Technology and Educational Support Svcs

Submit all applications to TESS (Technology & Education Support Services)

This application must be TYPED or it will not be accepted.

Expect 3 to 10 business days for processing.

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To be completed by Supervisor

Application Type:

- ☐ New User
- ☐ Returning User
- ☐ Transfer from Dept/Site: _____ / _____
- ☐ Update Information (Dept, Access etc.)

Site:

- ☐ Crafton
- ☐ Valley
- ☐ District

Employee Information:

Last Name : _____ First Name : _____

Middle Initial : _____

Is this a current student? ☐ Yes ☐ No

Date of Birth : _____

Note: Colleague ID is also known as your Staff ID, Faculty ID or Student ID.

Colleague ID :

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)

- ☐ CF - Classified Confidential ☐ NF - Non-Teaching Faculty ☐ PT - Part-time Hourly ☐ ST - Student Employee
- ☐ AM - Academic Manager ☐ CH - Classified Hourly ☐ CC - Classified Contract ☐ OT - Other
- ☐ CM - Classified Manager ☐ AF - Adjunct Faculty ☐ FC - Contract Faculty ☐ _____

Standard Accounts:

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

Authorized Accounts:

☐ Colleague** ☐ b2fa Y** ☐ StarFish**

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

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

Notes :

Which employee's security rights should be matched? _____

**** 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

Network Information

Username : _____

Password : _____

E-Mail: _____

Phone/Voicemail

Number : _____

Password : _____

Unix Account

Login : _____

Password : _____

Human Resource

Received by

Date : _____