



## Instructions for Completing the CLPCCD Technology Systems Access Request Form for All Hires

To better process and track requests for technology access -  
Please fully complete and sign the associated form.



### Action:

- 1-a) Select the purpose for the request – is this to: add a new employee to a system(s); check for access and reinstate a returning employee; modify system access for an existing employee; or remove access.
- 1-b) Enter Effective Date when employee can begin or terminate employment (according to the PAF).

### Employee Information:

- 2-a) Enter the employee's first, middle and last name. (The middle name or initial is important if there are other people in the system with the same last name and first initial)
- 2-b) Enter the employee's W-ID # assigned by Human Resources.
- 2-c) Enter the employee's job title, as hired. (Helpful for determining appropriate configuration)
- 2-d) Enter the employee's campus phone #. (If TBD, leave field blank and make a selection in the Phone section)
- 2-e) Enter the room number of the employee's office/ workstation, if applicable
- 2-f) Enter the employee's department or discipline. (This is important when configuring groups)
- 2-g) Select site/ campus.
- 2-h) Select if this is a request for name change, include previous last name.
- 2-i)
  - **Regular hires:** Enter Board approval date (only for new or rehires) and select the classification of the employee. (This is important when configuring groups)
  - **Temporary hires – not permanent employees of the District:** Enter the position end date which will suspend the account (according to the PAF or Student Assistant Employment Requisition). If the position is rehired or extended, another request will need to be submitted to reinstate access. Enter Board or HR approval date and select the classification. Additionally, for an outside contractor, enter the name of the organization they represent.

### Computer/Network Access:

- 3-a) Select domain user account if the employee will be using computer/ networked resources or e-mail.
- 3-b) Select access to departmental shared folder(s), if applicable; include name of folder.

### Email:

- 4-a)
  - Select regular for a standard account.
  - Select alias account to forward all e-mail to an outside/ personal account. Enter outside/ personal email address for forwarding.

### Phone/Voice Messaging:

- 5-a) Select user desktop phone for employees being assigned an office or workstation.
- 5-b) Select voice message account (to be associated with the desktop phone OR a phantom/ guest account)

### Copy Services:

- 6-a) Select convenience copiers to copy, print, scan or fax.
- 6-b) LPC ONLY: Select campus copy center for use of Ricoh TRAC job submission site.

### College Software:

- 7-a) Select all that apply: SARS – Grid; SARS – Trak; Other and enter the name of the software.

### Banner Third Party Programs:

- 8-a) Select all that apply: BDMS; BossCars; DegreeWorks; Other and enter the name of the program.

### Banner Access:

- 9-a) Select all that apply: Student Module, Finance Module, Financial Aid Module.

### Comments:

- 10-a) Enter any comments or special instruction which will be helpful in setting up the requested accounts.

### Approval:

- 11-a) Employee – Review the CLPCCD Computer Use Board Policy 3720
- 11-b) Employee - print out request form, sign and date, then forward to your administrator.
- 11-c) Responsible Administrator – sign, date and enter phone extension. Submit the completed form to the CLPCCD ITS Help Desk. (Requests will be processed based on start date, hire date and date received.)

If there are any questions regarding the request, the technology staff will contact the requesting department. If the request is urgent, please contact the responsible technology staff member for alternate instructions.



# CLPCCD Technology Systems Access Request

Submit completed and signed requests to:  
ITS Help Desk \* Bldg. 1900 @ LPC \* 925-424-1715



PLEASE TYPE or PRINT LEGIBLY and FILL OUT COMPLETELY

**Action:**  New  Rehire  Modify Access  Revoke Access **Effective Date:** [Click here to enter a date.](#)

**Employee Information:**

W-ID #: [Click here to enter text.](#)

First Name: [Click here to enter text.](#) M.I./Name: [Click here to enter text.](#) Last Name: [Click here to enter text.](#)

Job Title (as hired): [Click here to enter text.](#)

Campus Office Phone #: [Click here to enter text.](#)

Campus Office / Room #: [Click here to enter text.](#)

Department / Discipline: [Click here to enter text.](#)

Site:  Chabot  Las Positas  District Services

Request for Name Change? Previous last name: [Click here to enter text.](#)

**Regular Hire:**

**Board Approval Date:** [Click here to enter a date.](#)

Administrator  FT Faculty / Counselor / Librarian

Regular FT/PT Classified  PT Faculty/Counselor/etc.

Confidential / Supervisory Classified

**Temporary Hire:**

**Board/ HR Approval Date:** [Click here to enter a date.](#)

**End Date:** [Click here to enter a date.](#)

Temp / On-call Classified  Student Assistant

Professional Specialist  Volunteer

Contractor: [Click here to enter text.](#)

**Computer / Network:**

Domain User Account

Dept. Shared Folder

access (name of folder):

[Click here to enter text.](#)

IT Staff only:

(date completed/ initials)

**E-mail Account:**

Regular

Alias Account:(enter personal

address for e-mail forwarding)

[Click here to enter text.](#)

IT Staff only:

(date completed/ initials)

**Phone / Voice Messaging:**

User Desktop Phone

Voice Message Account

IT Staff only:

(date completed/ initials)

**Copy Services:**

Convenience Copier(s)

Campus Copy Center – (LPC web

submission account)

IT Staff only:

(date completed/ initials)

**College Software:**

SARS – Grid

SARS - Trak

Other (list below):

[Click here to enter text.](#)

IT Staff only:

(date completed/ initials)

**Banner Third Party Programs:**

BDMS

Other (list

BossCars below):

DegreeWorks

[Click here to enter text.](#)

IT Staff only:

(date completed/ initials)

**Banner Access:**

(for administrative use)

ITS Staff Only:

(date completed/initials)

Notes:

Student Module

Finance Module:

Fund#

Org#

Query Only?  yes  no Budget/Requisition Entries?  yes  no

Financial Aid Module

HR Module (HR only)

IBM Account

**Comments / Special / Additional Instructions:**

[Click here to enter text.](#)

**Approval:** I agree to abide by the Chabot-Las Positas Community College District, Computer and Network Use Board Policy 3720 which can be found online at: <http://www.clpccd.org/board/bprevisedchapter3.php>

IT Staff only:  
(date of e-mail confirmation/init)

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I authorize establishment of requested accounts and agree to notify all parties on conclusion of employment.

\_\_\_\_\_  
Administrator / Manager Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Ext.

Requests will be processed based on the effective date, hire date and date received.