



Computer Systems Access Request

Mt. San Antonio College Information Technology Enterprise Applications Systems

Before completing, please refer to Account Information on the reverse side of this form.

This application requests access to Information Systems at Mt. San Antonio College. Appropriate approval by the department manager / director and the IT Applications Security Administrator is required.

Return this completed form to the Information Technology Help Desk, Building 23

Applicant Information			
Name:	Last:	First:	MI:
Telephone #:			
Department Name / Number:	Dept Name:	Dept. Number:	
Job Title / Position:			
Employee Status:	Please check one: <input type="checkbox"/> Full Time Faculty <input type="checkbox"/> Part Time (Hourly) Faculty <input type="checkbox"/> Full Time Staff <input type="checkbox"/> Part Time (Hourly) Staff		
Campus Location / Phone:	Bldg.	Room:	Extension:
Personal E-mail Address:			

Access Requested	
Internet /Email	<input type="checkbox"/> New Account <input type="checkbox"/> Change existing account name (UserID) from: _____ to: _____
MSAC Domain Allows access to login to computer, access department document shares, VPN access and access to wireless network.	<input type="checkbox"/> New Account <input type="checkbox"/> Change existing account name (UserID) from: _____ to: _____ Change of user status - modify access for one of the following reasons: Transfer to new department (name/number) _____
ICCIS Information System (Student /Class Information)	<input type="checkbox"/> New Account <input type="checkbox"/> Change existing account name (UserID) from: _____ to: _____ Change of user status - modify access for one of the following reasons: <input type="checkbox"/> New work assignment in same department <input type="checkbox"/> New job position _____ <input type="checkbox"/> Transfer to new department (name/number) _____
Human Resources	<i>In the space provided below, provide a brief description of access needed for new account, or to accommodate the status change indicated.</i>
Facilities	
SIGMA / SAM (Financial Aid)	<input type="checkbox"/> New Account Change of user status - modify access for one of the following reasons: <input type="checkbox"/> New work assignment in same department <input type="checkbox"/> New job position _____ <i>In the space provided below, provide a brief description of access needed for new account, or to accommodate the status change indicated.</i>
Describe Access Needed: (For ICCIS, you may indicate "same as" a specific user. For example, "Same as Jane Smith.")	

Manager Authorization Required	
Dept. Manager / Director	Signature: _____ Print: _____

Office Use Only:

E-Mail	Completed by:	Date:
ICCIS	Completed by:	Date:
SIGMA / SAM	Completed by:	Date:

Account Information:

An E-mail account provides access to e-mail and the Internet.

An Integrated Community College Information System (ICCIS) account provides access to student, class, and course information.

- You must be a current staff member, faculty member, or official MSAC retiree to be eligible for an account.
- Only current staff or faculty members may be given access to ICCIS.
- Instructors will be given access to student, class and course records on a **view only** basis unless otherwise requested. Other functions will require the signature of a manager.
- Access to Sigma SAM is limited to the Financial Aid staff unless approval is granted by the Director, Financial Aid.
- To obtain your User ID (user account name) and password, you are required to read and sign an “*Acceptable Use Policies*” form. If you would like to read the policy statement before you apply, please ask for a copy.
- Your account will be ready within 5 working days after this application is received. Please come to the Information Technology Office in Building 23 to sign the policy statement. You may be asked to show a valid photo identification card at the time that you pick up your UserID and password.

If you have questions or concerns, please call the Information Technology Help Desk at extension 4357.