

DEC ONLINE ACCESS AUTHORIZATION FORM

Please type or print legibly.

COLLEGE/DISTRICT OFFICE: _____

DEPARTMENT: _____

Important: Choose one (write F,P,H or 0 here)->
and request **only** that type of access on this form: _____

- F. Fiscal** (Budget/Accounting) - Fxxx screens
- P. Payroll** (see other side for list) - Exxx screens
- H. Personnel** (non-payroll HR) - Exxx screens
- 0 Other (Student / Fin.Aid)** - Sxxx, Axxx screens

- ACTION code:
- A** - Add user (and grant SCREENS REQUIRED)
 - D** - Drop user (and revoke all screens)
 - G** - Grant screens for current user
 - R** - Revoke screens from current user
 - M** - Modify user (e.g., rename account or correct info)

	<u>LOGIN NAME</u> <small>(ask LAN admin)</small>	<u>FULL NAME</u> <small>(include middle initial)</small>	<u>EMPLOYEE #</u>	<u>SCREENS REQUIRED</u> <small>(use multiple lines if needed)</small>	<u>ACTION</u> <small>A/D/G/R/M</small>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____
8.	_____	_____	_____	_____	_____
9.	_____	_____	_____	_____	_____
10.	_____	_____	_____	_____	_____

	<u>AUTHORIZATION SIGNATURES</u>	<u>EXT</u>	<u>PRINTED NAME</u>	<u>DATE</u>
OFFICE ADMINISTRATOR	_____	_____	_____	_____
LAN ADMINISTRATOR	_____	_____	_____	_____
OTHER REQUIRED *	_____	_____	_____	_____
OTHER REQUIRED *	_____	_____	_____	_____
OPERATIONS/SOFTWARE	_____	_____	_____	_____

* e.g., Controller or Personnel Operations Mgr

Use of District and college computing facilities implies agreement to directive E-76, displayed on network login.

Please return to Operations (Information Technology)

DPS-228