## Computer resources & access Request form

*Instructions: Click on the “filling-block (black color text)” and start to type or you may press the “Tab” key to jump from a filling-block to the next filling-block.*

First Name: Type first name here Middle Initial: Initial Last Name: Last name

Preferred Name: preferred name – if not leave it blank ID Number: Employee ID#

Title: Enter title here Office Location/Room Number: Room number here

This request is for: Choose an item. - *Please check (click inside box) all appropriate boxes below*

Datatel/Ellucian;  Webadvisor;  Outlook Email;  Moodle;  Informer

For Datatel/Ellucian, please specify the module and mnemonics need (*may simply type an existing user name if the access rights are the same as this user*).

Module: CF Permission: Read Only Mnemonics: Enter mnemonic or existing user name here

Module: Pick a choice Permission: Pick a choice Mnemonics: Enter mnemonic or existing user name here

Module: Pick a choice Permission: Pick a choice Mnemonics: Enter mnemonic or existing user name here

Form Initiated By: Name Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

VP Approval: Name Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

**For IT Department Use Only**

Account Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Extension: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Flow Process**: *Send original copy to Teng Vang to create/change the account name in Datatel/Ellucian. Teng will email to Michael Privett and Taylor McCaskill to create Email and Moodle Account. An email will be sent by Teng, Michael, and Taylor about the user’s credential (except password) to the form-initiator. Password must be given to the user by phone or verbal. Webadvisor and Informer will be created by Teng Vang. Please refer to the “Employee Computer Resources Guide” in the shared folder for accessing to above computer resources.*