



Reedley College – SCCC Technology Authorization Form
Active Directory Network Account ❖ Exchange Email Account ❖ Datatel ❖ Internet Access

New Email Account: Change Email Account: ❖ New Datatel Account: Change Datatel Account:

This section to be completed by person requesting the account

Last Name: _____ First Name: _____ Datatel Employee ID# _____
 (Please PRINT Legibly) (Please PRINT Legibly) (Please call HR if you don't know it)

Campus/Site _____ Dept/Div. _____ Tel. Ext. _____

(Please check ONE) Management: Classified: FT-Faculty: PT-Faculty/Adjunct: Student: Provisional:

By signing this User Authorization Form and requesting a user account on the State Center Community College District's computer systems & networks, the undersigned agrees to abide by District's Administrative Regulation for Computer, Network, and Internet Use.
 Please understand your obligation by reading this document at: <http://www.sccd.edu/index.aspx?page=218>

User Signature _____ Date _____
 Supervisor Signature _____ Date _____

An incomplete form will result in the form being sent back (i.e. delayed processing)

NEXT... If you need a Datatel Account, fill out this section, otherwise skip this section

DATATEL Account Request - Fill Out this section - (Do not use for Web Advisor accounts which are automatic for Staff)

Access required (or Security Group): _____

Approved By (Print First/Last Name): _____ Signature: _____ Date: _____
 (Must be approved by Dean or higher)

NEXT... Return this form to: Campus Computer Services (Teng Her)

This section for RC Computer Services to complete

System Manager: _____ Date _____

AD Account Name _____ Exchange Server N/A · Mail Store: Reedley College Other: _____

Script: _____

Division/User Notification: _____

Primary Address _____ @reedleycollege.edu AD Group Membership(s) _____
 Alias Address _____ @reedleycollege.edu _____

Global Distribution List - Campus Mailall : _____

NEXT... Send this form to the District Office IS Department, Attn: Carlos Calderon

This section for IS Department to complete

Updated User's Datatel XODM screen

Datatel Account Manager: _____ Date: _____ User Notification: _____

Unix: _____ Colleague: _____ Staff: _____ CRS: _____ RGUS: _____ RSGI: _____

Security Group: _____