Colleague Access and Security Class Request Form

COLLEGE of the **DESERT**

User Name: _____	Date: _____
Supervisor Approval: _____	Date: _____

New User or position: Yes ☐ No ☐ If yes, Colleague ID: _____
Confidentiality Agreement Signed: Yes ☐ No ☐ If yes, date: _____

A. If this person is replacing a former employee:

Whom? _____ Is same access required? Yes ☐ No ☐
Delete former user? Yes ☐ No ☐

B. If this is a new position :

What are the Primary Job Responsibilities? _____
Describe access needed (is it similar to other existing positions?) _____
Who should be contacted regarding this new position? _____

Changes to security classes: Yes ☐ No ☐

Does this request pertain to an existing security class? Yes ☐ No ☐

Which Class or position? _____

What action will be taken?: ☐Add Mnemonics ☐Remove Mnemonics ☐Change Permission

What application or module?: ☐CORE ☐ST ☐CU ☐CF ☐HR

Both Inquiry and Modify access to each kind of record requires the signature of respective VP/Dean:

Access to Student or Personnel records approved by: _____

Access to Curriculum or Financials records approved by: _____

Security Class Changes

For security class changes please fill in the Mnemonics in the grid below in their correct permission column. Please include all mnemonics in tree structure (i.e. ST>AC>ATR>TRAN for TRAN)

Do Always	Do Never	Inquiry Only	Privileged

Supervisor's Supervisor _____ Date: _____