



Fresno City 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 WebAdvisor 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: FCC Learning Resources (Media Center)

This section for FCC Information Technology Services to complete

- System Manager _____ Date _____
- AD Account Name _____ Exchange Server: N/A Mail Store: **Adjunct Faculty FSG Other**
- Script: _____
- Division/User Notification: _____
- Primary Address _____ . _____ @fresnocitycollege.edu AD Group Membership(s)
 Alias Address _____ . _____ @fresnocitycollege.edu _____
 Alias Address _____ . _____ @fresnocitycollege.edu _____
- Global Distribution Group – FCC Mailall _____

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

This section for MIS Department to complete

- Mail Relay (aliases file): DO1 To: _____ @sfcex001.sccd.net Updated User's Datatel XODM screen
- Datatel Account Manager: _____ Date: _____ User Notification: _____
- Unix: _____ Colleague: _____ Staff: _____ CRS: _____ RGUS: _____ RSGL: _____
- Security Group: _____