Fresno City College – SCCCD 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.scccd.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)

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**)

This section for FCC Information Technology Services to complete

❑ System Manager _____   Date _____

❑ AD Account Name _____   Exchange Server **SFCEX001**   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** _____

This section for MIS Department to complete

❑ Mail Relay (aliases file): <u>DO1</u> To: _____ **@sfcex001.sccd.net**   ☐ Updated User's Datatel XODM screen

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

❑ Unix: _____ Colleague: _____ Staff: _____ CRS: _____ RGUS: _____ RSGL: _____

❑ Security Group: _____