Request for User Setup
for GTCC's Colleague/Datatel System

This is an interactive form. Incomplete forms will be returned to the submitter for completion. Once the form is completed please print, have the user read the Use of Private Information policy, sign where indicated and forward to your Vice President for approval. Once approval from the Vice President is granted, forward this form to Josh Weaver in MCC 300.

Employment Status: Part Time Faculty

User's Name (As Listed on Social Security Card)	First: Middle: Last:
Colleague ID Number	
Preferred Name	
Office Location	Campus: Jamestown Building: Room Number: Dept:
Job Title	
Phone Extension	
Immediate Supervisor	Name: E-mail: @gtcc.edu

Faculty/Staff Information

Classification: ☐Faculty ☐Staff ☐Work Study
Will user register students for classes: (Not Applicable for Work Study users) ☐ No, user does not register students ☐Yes, Curriculum ☐Yes, ConEd ☐Yes, Basic Skills
Staff/Work Study information for Colleague/Datatel (omit for Faculty): Please attach the applicable Security Class Work Sheet to assign initial access or list the login name of a user that this login should mirror:

Use of Private Information

"Individuals using GTCC's computer system may have the ability to access sensitive information about students and college employees. The college takes seriously the privacy of such information. All users, when signing onto the system, must acknowledge responsibility to use such privileged information ethically and for academic purposes only. Violators may be prosecuted and will be subject to disciplinary action that may include termination of employment."

I have read, and understand GTCC's Use of Private Information.

_____ _____

Employee – Print Name **Signature** **Date**

I approve the employee listed above to be established as indicated.

_____ _____

Vice President/Agent – Print Name **Signature** **Date**

(Note: Only agents defined to MIS by their Vice President may approve user request forms)

MIS Use Only

Date Received: ___/___/___

Colleague ID: _____

Unix ID Num._____

Colleague Password: _____

JWW___/___/___
RTW___/___/___
SIK___/___/___

Information sent to user/supervisor___/___/___