

WESTERN PIEDMONT COMMUNITY COLLEGE

Systems User Access Form

NAME: _____ Work Phone #: _____
First Middle Initial Last

Title: _____ Division/Department: _____

Technology Division Use Only			
ID # _____	AD <input type="checkbox"/>	GW <input type="checkbox"/>	BB <input type="checkbox"/>
PP _____	COM <input type="checkbox"/>	PS <input type="checkbox"/>	Web <input type="checkbox"/>

<u>Position:</u>		<u>Access Requested:</u>
<input type="checkbox"/> Part Time Faculty	<input type="checkbox"/> Full Time Faculty	<input type="checkbox"/> Datatel Client Account
<input type="checkbox"/> Part Time Staff	<input type="checkbox"/> Full Time Staff	<input type="checkbox"/> Groupwise Email Acct
<input type="checkbox"/> Other: _____		<input type="checkbox"/> WPCCC Computer Acct

I certify that I have read sections 5c.1 - 5c.6 of the Policy Manual and will abide by their terms.

Employee: _____
Signature *Date*

Division Dean: _____
Signature *Date*

Datatel Account access only - Custodians please complete back of form for access rights		
Data Custodian:	_____	_____
	<i>Module</i>	<i>Signature</i>
	_____	_____
	<i>Module</i>	<i>Signature</i>
	_____	_____
	<i>Justification / Reason</i>	
	TEST <input type="checkbox"/>	TEST2 <input type="checkbox"/>
		PROD * <input type="checkbox"/>
	<small>* Access to "R18_PROD" will be given after user has been trained in the test environment.</small>	

Data Owner:	_____	_____
	<i>Module</i>	<i>Signature</i>
	_____	_____
	<i>Module</i>	<i>Signature</i>
	_____	_____
	<i>Module</i>	<i>Signature</i>

Data Owner	Data Custodian	Area of Responsibility
Vice President Academic Affairs	Registrar	Curriculum / Continuing Ed Student Records, Admissions, Advising, Faculty Registration, Faculty Grading, Financial Aid Literacy, Adult Basic Education Records
CFO / Executive Vice President	Controller	Financial Records, Payroll, Bookstore, Bookstore Interface (FA Link)
CFO / Executive Vice President	Director Human Resources	Personnel Records
Vice President Student Development	Dean Technology	System Administration

Datatel Security Classes

Custodians - Please check and initial all security classes needed by user.

Class mnemonic lists are available upon request; Data Custodians should have a copy of lists for reference.

CF - College Financials	ST - Student Module	
X.CF.BO.A.CONTROLLER <input type="checkbox"/>	AR.REFUND.OVERRIDE <input type="checkbox"/>	X.ST.DEV.DEAN <input type="checkbox"/>
X.CF.BO.AP.TECH <input type="checkbox"/>	LOCALONLY <input type="checkbox"/>	X.ST.DEV.ESL.ABE.COR <input type="checkbox"/>
X.CF.BO.AR.TECH <input type="checkbox"/>	ST.CB <input type="checkbox"/>	X.ST.DEV.GED.LC.CORD <input type="checkbox"/>
X.CF.BO.CE.ACC.TECH <input type="checkbox"/>	ST.CB.INQ <input type="checkbox"/>	X.ST.DEV.RETENTION <input type="checkbox"/>
X.CF.BO.CONSULTANT <input type="checkbox"/>	ST.CBS <input type="checkbox"/>	X.ST.DISABILITY <input type="checkbox"/>
X.CF.BO.CONTROLLER <input type="checkbox"/>	X.ST.AA.ASSIST <input type="checkbox"/>	X.ST.LIB.STAFF <input type="checkbox"/>
X.CF.BO.EQUIP.CORD <input type="checkbox"/>	X.ST.AAA.DA.FC <input type="checkbox"/>	X.ST.LIB.STAFF.APP <input type="checkbox"/>
X.CF.BO.HR.DIR <input type="checkbox"/>	X.ST.AA.DA.REG <input type="checkbox"/>	X.ST.SD.MARK.DIR <input type="checkbox"/>
X.CF.BO.KEY.INV <input type="checkbox"/>	X.ST.AA.DA.SECT <input type="checkbox"/>	X.ST.SD.PLAN.DIR <input type="checkbox"/>
X.CF.BO.LOST.FOUND <input type="checkbox"/>	X.ST.AA.EVENING.DIR <input type="checkbox"/>	X.ST.SD.VP <input type="checkbox"/>
X.CF.BO.PAYROLL.TECH <input type="checkbox"/>	X.ST.AA.SECRETARY <input type="checkbox"/>	X.ST.SS.AD.COUNSEL <input type="checkbox"/>
X.CF.BO.PT.ACCT <input type="checkbox"/>	X.ST.ADVISING <input type="checkbox"/>	X.ST.SS.CAREER <input type="checkbox"/>
X.CF.BO.PURCH.DIR <input type="checkbox"/>	X.ST.APPS.LIST <input type="checkbox"/>	X.ST.SS.CE.BSP.RTEC2 <input type="checkbox"/>
X.CF.BO.VP <input type="checkbox"/>	X.ST.BLET.DIV.ASSIST <input type="checkbox"/>	X.ST.SS.CE.BSP.RTECH <input type="checkbox"/>
X.CF.BO.VP.ASSIST <input type="checkbox"/>	X.ST.BO.A.CONTROLLER <input type="checkbox"/>	X.ST.SS.CE.LET.RTECH <input type="checkbox"/>
X.CF.BUDREPT <input type="checkbox"/>	X.ST.BO.ACCT.TECH <input type="checkbox"/>	X.ST.SS.CE.OE.RTECH <input type="checkbox"/>
X.CF.BUDREPT.BK <input type="checkbox"/>	X.ST.BO.AP.TECH <input type="checkbox"/>	X.ST.SS.CE.REC.MGR <input type="checkbox"/>
Other: <input type="checkbox"/>	X.ST.BO.AR.TECH <input type="checkbox"/>	X.ST.SS.CU.REC.MGR <input type="checkbox"/>
<i>All (system admin only)</i> <input type="checkbox"/>	X.ST.BO.BKSTORE <input type="checkbox"/>	X.ST.SS.DEAN <input type="checkbox"/>
HR - Human Resources	X.ST.BO.CE.ACC.TECH <input type="checkbox"/>	X.ST.SS.DISABLE.ASST <input type="checkbox"/>
ALL.IN.USE <input type="checkbox"/>	X.ST.BO.CONSULTANT <input type="checkbox"/>	X.ST.SS.DISABLE.CORD <input type="checkbox"/>
HR.ADMIN <input type="checkbox"/>	X.ST.BO.CONTROLLER <input type="checkbox"/>	X.ST.SS.ENROLL.DIR <input type="checkbox"/>
PC.ADMIN <input type="checkbox"/>	X.ST.BO.EQUIP.CORD <input type="checkbox"/>	X.ST.SS.FA.ASST.DIR <input type="checkbox"/>
WEBPR.ADMIN <input type="checkbox"/>	X.ST.BO.PAYROLL.TECH <input type="checkbox"/>	X.ST.SS.FA.CNSLOR <input type="checkbox"/>
X.HR.AA.FCTY.CNTRCT <input type="checkbox"/>	X.ST.BO.PT.ACCT <input type="checkbox"/>	X.ST.SS.FA.DIR <input type="checkbox"/>
X.HR.BO.A.CONTROLLER <input type="checkbox"/>	X.ST.BO.PURCH.DIR <input type="checkbox"/>	X.ST.SS.FA.PLACEMENT <input type="checkbox"/>
X.HR.BO.CE.ACC.TECH <input type="checkbox"/>	X.ST.BO.SEC.CASHIER <input type="checkbox"/>	X.ST.SS.FA.SPOP.CORD <input type="checkbox"/>
X.HR.BO.CONSULTANT <input type="checkbox"/>	X.ST.BO.SECURITY <input type="checkbox"/>	X.ST.SS.FA.TECH.1 <input type="checkbox"/>
X.HR.BO.CONTROLLER <input type="checkbox"/>	X.ST.BO.VP <input type="checkbox"/>	X.ST.SS.FA.TECH.2 <input type="checkbox"/>
X.HR.BO.HR.ASSIST <input type="checkbox"/>	X.ST.BO.VP.ASSIST <input type="checkbox"/>	X.ST.SS.PLACEMENT <input type="checkbox"/>
X.HR.BO.HR.DIR <input type="checkbox"/>	X.ST.CE.DEAN <input type="checkbox"/>	X.ST.SS.PT.PLACEMENT <input type="checkbox"/>
X.HR.BO.PAYROL.TECH <input type="checkbox"/>	X.ST.CE.DEF.DRIVE <input type="checkbox"/>	X.ST.SS.REC.REG.DIR <input type="checkbox"/>
X.HR.BO.PAYROLL.BKUP <input type="checkbox"/>	X.ST.CE.DIV.ASSIST <input type="checkbox"/>	X.ST.SS.REC.TECH.1 <input type="checkbox"/>
X.HR.BO.VP <input type="checkbox"/>	X.ST.CE.EMERG.CORD <input type="checkbox"/>	X.ST.SS.REC.TECH.2 <input type="checkbox"/>
X.HR.BO.VP.ASSIST <input type="checkbox"/>	X.ST.CE.GED.EXAM <input type="checkbox"/>	X.ST.SS.RECRUITER <input type="checkbox"/>
Other: <input type="checkbox"/>	X.ST.CE.HEALTH.CORD <input type="checkbox"/>	X.ST.SS.SECRETARY.1 <input type="checkbox"/>
<i>All (system admin only)</i> <input type="checkbox"/>	X.ST.CE.HRD.CORD <input type="checkbox"/>	X.ST.SS.SECRETARY.2 <input type="checkbox"/>
CORE - Core Module	X.ST.CE.OCC.EXT.CORD <input type="checkbox"/>	X.ST.SS.TALENT.ASST <input type="checkbox"/>
X.CO.BO.A.CONTROLLER <input type="checkbox"/>	X.ST.CE.PRISON.CORD <input type="checkbox"/>	X.ST.SS.TALENT.DIR <input type="checkbox"/>
X.CO.BO.PAYROLL.TECH <input type="checkbox"/>	X.ST.CE.SBC.DIR <input type="checkbox"/>	X.ST.SS.TESTING.CORD <input type="checkbox"/>
X.CO.SS.REC.REG.DIR <input type="checkbox"/>	X.ST.CE.SECRETARY <input type="checkbox"/>	X.ST.TECH.ASSOC.DEAN <input type="checkbox"/>
X.CORE.AA.ASSIST <input type="checkbox"/>	X.ST.DEANS <input type="checkbox"/>	X.ST.TECH.IT.ADMIN <input type="checkbox"/>
X.CORE.AA.DA.REG <input type="checkbox"/>	X.ST.DEV.AHS.CORD <input type="checkbox"/>	X.ST.VP.SD <input type="checkbox"/>
X.CORE.AA.SECRETARY <input type="checkbox"/>	X.ST.DEV.ASC.CORD <input type="checkbox"/>	Other: <input type="checkbox"/>
X.CORE.BO.CONSULTANT <input type="checkbox"/>	X.ST.DEV.BSKILL.CORD <input type="checkbox"/>	<i>All (system admin only)</i> <input type="checkbox"/>
X.CORE.BO.CONTROLLER <input type="checkbox"/>	X.ST.DEV.BSKILL.DIR <input type="checkbox"/>	Pioneer Pass (choose only one):
X.CORE.BO.EQUIP.CORD <input type="checkbox"/>	X.ST.DEV.BSP.SEC <input type="checkbox"/>	Employee <input type="checkbox"/>
X.CORE.BO.HR.ASSIST <input type="checkbox"/>	TOOL - Toolkit	Advisor <input type="checkbox"/>
X.CORE.BO.HR.DIR <input type="checkbox"/>	X.TOOL.BO.CONSULTANT <input type="checkbox"/>	Faculty <input type="checkbox"/>
X.CORE.BO.PURCH.DIR <input type="checkbox"/>	<i>All (system admin only)</i> <input type="checkbox"/>	Other: _____ <input type="checkbox"/>
X.CORE.BO.VP <input type="checkbox"/>	UT - Utilities	Other Functions
X.CORE.BO.VP.ASSIST <input type="checkbox"/>	HOLD <input type="checkbox"/>	Query Builder <input type="checkbox"/>
X.CORE.CE.DIV.ASSIST <input type="checkbox"/>	X.NC.VERBS <input type="checkbox"/>	FTP Access <input type="checkbox"/>
X.CORE.DISABILITY <input type="checkbox"/>	X.SECURE.COPY <input type="checkbox"/>	Terminal ** <input type="checkbox"/>
X.CORE.SS.FA.SPOP.CO <input type="checkbox"/>	X.UT.BO.CONSULTANT <input type="checkbox"/>	<i>** Data Custodians / System Admins only</i>
X.CORE.TECH.IDS <input type="checkbox"/>	<i>All (system admin only)</i> <input type="checkbox"/>	<i>** Data OWNERS must initial for access</i>
Other: <input type="checkbox"/>	Other Access	
<i>All (system admin only)</i> <input type="checkbox"/>	Please specify:	