

Cuesta College Computer Access Sheet

Please allow 5 working days for computer access. Human Resources paperwork must be completed prior to turning in this document to Computer Services.

Filling out this form will establish a network account which includes access to Cuesta email and network drives. If you need access to any other programs or applications (i.e. SARS Grid, Xtender) please list them in the bottom application section. The Department Supervisor must sign and send this completed form to Computer Services.

The following form must be submitted **for each person**. Please print clearly and legibly.

New: Update: **MANDATORY!** Last 4 digits of SSN: _____ Start Date: _____

Name as it appears on your Social Security Card _____

Legal First Name: _____ MI _____ Legal Last Name: _____ Department _____

Permanent Employee Part Time/Hourly Student Employee

Faculty Classified Administration

Campus: SLO NC SC Primary Campus is: _____ Room Number _____ Phone _____ Fax _____

Computer Type: _____ Windows: Mac

Faculty Only	Network Drive Opt Out: <input type="checkbox"/> I do not want access to any shared group drives (G:) or a personal drive (P:) ___ Initial
	E-mail Opt Out: <input type="checkbox"/> I do not want a Cuesta College e-mail account. ___ Initial
	MyCuesta Account Only (No email, no network logon, no group drives) <input type="checkbox"/> I only want a MyCuesta account. ___ Initial

Server Applications Needed?

<i>Application Profile (Please check all that apply):</i>		<i>Internal Use Only</i>
<ul style="list-style-type: none"> • Banner INB List the security classes needed for INB access, or you can list a person's name to mirror another users INB security classes. • Questions on this section? Contact the appropriate department (i.e. Fiscal Services, Financial Aid, Admissions & Records, etc.) 	Need <input type="checkbox"/> User to copy or list security classes:	
<ul style="list-style-type: none"> • Other 	Need <input type="checkbox"/>	
<ul style="list-style-type: none"> • Other 	Need <input type="checkbox"/>	

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

For Internal Use Only

Ban ID	TPID <input type="checkbox"/>	Received
<input type="checkbox"/> PEAEMPL	NBAJOBS <input type="checkbox"/>	