



## COMPUTER ACCESS SHEET

Employee Name: \_\_\_\_\_  
(Enter legal name as it appears on SSN card)

Start Date: \_\_\_\_\_ Department/Job Title: \_\_\_\_\_

Office/Room number(s): \_\_\_\_\_ Banner ID (optional): \_\_\_\_\_

**Please check all that apply:**

Faculty	Classified	Admin/Management
Permanent	Part Time/Hourly	Student
Consultant	Volunteer	Intern

**Access Requests/Needs:**

Access/System	Yes	No	If possible, please specify report/page/location name or an employee to copy
Campus Computer Login			
@cuesta.edu Email			
Phone Extension/Setup			
Banner			
Argos			
Xtender			
DegreeWorks			
SARs			
Shared Email or Distribution Lists			
Network Drive(s)			
Other			

***Please attach this form to an IT work order for your request. For hardware requests such as laptops, docking stations, headsets, monitors, etc., please create a separate IT work order.***