

Copied to **HR / IT** by _____ Date: _____ Last Name: _____
 Date Access Activated: _____ By: _____ First Name: _____
 Date Access Terminated: _____ By: _____ User ID: _____
 Date User Notified: _____ By: _____ PC ID: _____

This section for IT use only.



Authorization for Access to MTC IT Resources

(To be completed and submitted by hiring supervisor.)

MTC is responsible to exercise due diligence to ensure that the College's computer and telecommunications systems and services are secure, and that the information contained within those systems and services is protected from disclosure, modification or destruction. The information on this form is required for access control and authorization purposes.

(Print clearly. Complete both pages of this form. Check all items that apply.)

MTC Supervisor Completing Form (first name, MI, last name)											
Supervisor Title											
Department / Phone Extension											/
Required Information for Individual Needing Access											
Name: Legal First, MI, Legal Last, Suffix											
Other MTC Direct Supervisor(s)											
Other MTC Supervisor(s) Title(s)											
IT Access: Start/End Dates (mm/dd/yyyy)	Start	/		/		End		/		/	
Accounts and access required (Check all that apply. NOTE: MTC email is required for Blackboard account.)	<input type="checkbox"/> Active Directory (Network/Internet)				<input type="checkbox"/> PowerCAMPUS (information system)				<input type="checkbox"/> My Courses – LMS (course management)		
	<input type="checkbox"/> My Mail – MTC Email				<input type="checkbox"/> My Info – Self-Service (online services, attendance, grades, etc.)				<input type="checkbox"/> Business Portal (purchase requisitions)		
	<input type="checkbox"/> My Plan – MAPS				<input type="checkbox"/> Other (specify)						
Employee Category	<input type="checkbox"/> Faculty				<input type="checkbox"/> Staff			<input type="checkbox"/> Non-MTC employee working for MTC			
	<input type="checkbox"/> Clinical Instructor				<input type="checkbox"/> Intern			<input type="checkbox"/> Student Worker			
	<input type="checkbox"/> Community Faculty				<input type="checkbox"/> Tutor			<input type="checkbox"/> Temporary employee or contractor			
	<input type="checkbox"/> Other (specify)										
Site(s) where access will be used	<input type="checkbox"/> On-campus				<input type="checkbox"/> Off-campus (specify)						
MTC work-related educational need for access (check all that apply)	<input type="checkbox"/> Advise students				<input type="checkbox"/> Use MTC email						
	<input type="checkbox"/> Register students				<input type="checkbox"/> Post attendance, grades						
	<input type="checkbox"/> Course management				<input type="checkbox"/> Create purchase requisitions						
	<input type="checkbox"/> Other (specify)										

Complete and sign page 2

NOTE: Access for MTC employee is contingent on employment / pending employment verification from Human Resources.

<p>I have reviewed the following MTC policies, procedures, and forms with the individual needing IT access.</p> <p>(All must be checked before access is granted.)</p> <p>Available online at http://www.mtc.edu/employment/weborientation.html</p>	<p>_____ Policy #146 -- Use of MTC Electronic Media & Services</p> <p>_____ Policy #145 – Computer Software Usage</p> <p>_____ Records Retention - Student E-mail Records Retention Requirements</p> <p>_____ Information Confidentiality and Security at MTC training presentation</p> <p>_____ FERPA (Family Educational Rights and Privacy Act) training presentation</p> <p>_____ IT User Registration Form for Data/Information, Electronic Communications Systems and Computing Resources (<i>To be completed by user</i>)</p> <p><i>Place completed forms in the "Request Submission" wall bin in the TEC 149 Computer Center.</i></p>
<p>The individual needing MTC IT access has provided these required signed forms.</p> <p>Available online at http://www.mtc.edu/employment/webOrientation.html.</p>	<p>_____ Confidentiality Contract and Code of Responsibility for Security and Confidentiality of Records</p> <p>_____ IT User Registration Form for Data/Information, Electronic Communication Systems, & Computing Resources.</p> <p><i>Users who cannot bring their forms to campus may mail, fax (740-389-6136), or email them to their MTC supervisor.</i></p> <p><i>Signed forms are kept on file in the Human Resource department.</i></p>

Communication / Training	
User notification	When access setup is completed, the Computer Center staff will send an email to the personal email address, if provided by the user, with copies to the Help Desk and the supervisor submitting this request for access.
User access information, training, and assistance	Individual receiving IT access must contact the Help Desk Coordinator (Vickie Axline) at 740-389-4636 ext. 213 or ext. 288 to arrange a time to receive his/her user ids, passwords, log on instructions/assistance, and training, including attendance logging and grade entry through My MTC (Self Service). If the individual requires other arrangements, the hiring supervisor is responsible for making alternative provision for these activities.
LMS access	The supervisor is responsible to contact the Instructional Designer to arrange LMS (course management) training.

- I verify that the individual named above requires access to the specified MTC IT resources for legitimate MTC work-related activities as documented on this form.
- I take responsibility for reviewing the necessary policies and orientation materials with him/her and ensuring that he/she is adequately trained to fulfill his/her responsibilities and to use these resources correctly.
- I am aware that MTC performs no employment background checks on individuals who are not MTC employees.
- I will notify the Director of Management Information Systems when IT access for this individual should be terminated.

Signature of Department Dean (or Associate Dean) or Director

Date

For Non-MTC Employees Only

Additional information and area Vice President Signature required for non-MTC employee working on behalf of MTC.

Name of organization/institution funding individual's work for MTC: _____

Name and date of MTC agreement governing individual's work for MTC: _____

MTC office where this agreement is filed: _____

Signature -- Area Vice President

Date