

Copied to **HR / IT** by \_\_\_\_\_ Date: \_\_\_\_\_ Name-First: \_\_\_\_\_ Last: \_\_\_\_\_  
 Date Access Activated: \_\_\_\_\_ By: \_\_\_\_\_ MTC email address: \_\_\_\_\_  
 Date Access Terminated: \_\_\_\_\_ By: \_\_\_\_\_ Room #: \_\_\_\_\_ Phone (Ext.) \_\_\_\_\_  
 Date User Notified: \_\_\_\_\_ By: \_\_\_\_\_ PC ID: \_\_\_\_\_ User ID: \_\_\_\_\_

This section for IT use only.



## IT User Registration

### Data/Information, Electronic Communication Systems, & Computing Resources

#### Form Instructions

1. Review documents listed on Employee Web-based Orientation at <http://www.mtc.edu/Employment/WebOrientation.html>.
2. Complete HR **Confidentiality Contract** and this **IT User Registration** form.
3. Return completed forms to attention of your MTC supervisor in person or by mail, fax (740-389-6136), or email attachment.
4. Watch personal email account for notification that access is set-up then contact Help Desk Coordinator (ext. 213 or ext. 288) for log-on information and training.
5. Accounts will not be activated until orientation items are completed and all required documentation is on file.

(Print clearly. Check all items that apply.)

Name: Legal First, MI, Legal Last												
Previous Last Name on MTC Records												
Preferred Name (name you go by)												
Birth Month and Birth Day <sup>1</sup>	/	SSN (Last 4 digits are mandatory)						-	-			
MTC Direct Supervisor												
Other MTC Direct Supervisor(s)												
Personal E-mail Address (for initial notification)												
Cell Phone Number (for Buckeye Alert System)	(	)	-									
Previous MTC IT Accounts	<input type="checkbox"/>	Active Directory (Network)	<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 – SelfService (online services, attendance, grades, etc.)	<input type="checkbox"/>	Business Portal (purchase requisitions)						
	<input type="checkbox"/>	My Plan – MAPS	<input type="checkbox"/>	Other (specify)								

- I have completed the MTC employee web-based training outlined on the Employee Web-based Orientation guide. I will comply with the following:
  - MTC policies concerning access to and use of College telecommunication and computing resources.
  - MTC policies, standards, and procedures for maintaining the integrity and security of Confidential Information and Open Records requirements.
  - MTC records retention rules, procedures, and regulations.
- I understand that electronic data and documents, including e-mail, are subject to the Family Educational Rights and Privacy Act (FERPA) and that retention rules, procedures, and regulations apply to all.
- I understand that these policies, procedures, and guidelines may be added to or changed by MTC at any time.
- I agree that any violation of these policies, standards, and procedures may result in disciplinary action, including limitation or termination of access to resources and/or termination of my employment.
- I acknowledge that my use of MTC's electronic media and services, including the e-mail systems or my access to the Internet through the College's equipment or services, constitutes my consent to the terms and conditions of these policies and laws.

**User Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

<sup>1</sup> SSN and birth month and day are required to prevent duplicate records.