



Information Systems New User Systems Access Request Form

Please print

Last Name	First Name	Middle Initial
------------------	-------------------	-----------------------

SSN	Job Title	Department
------------	------------------	-------------------

Building	Room #	Phone Extension
-----------------	---------------	------------------------

Administrative/Mainframe Access
(List all function(s) requested)

Function(s) Requested	Authorized by <i>Print Name and Sign</i>

(IF ADDITIONAL SPACE IS NEEDED, PLEASE ATTACH SEPARATE SHEET.)

Local Area Network Access

GroupWise

- Full Client & Web Access
- Web Only

The use of the network and computing resources at Prince George's Community College should be consistent with the mission and goals of the Institution. The access granted to you is intended for the duration of your employment by the institution. The password granting access should be kept confidential and secure at all times.

New User Signature
Authorizing Manager
Date

Do not write below this line – OFFICE USE ONLY	
Login Server:	Mainframe Access
Completed By:	Completed By:

**ONCE COMPLETED, RETURN THIS FORM TO
INFORMATION SYSTEMS DEPARTMENT, M-3007**

INFORMATION SYSTEMS

NEW USER SYSTEMS ACCESS REQUEST FORM

INSTRUCTIONS

Purpose: The purpose of this form is to request network and/or mainframe access from the Information Systems Department for a new PGCC hire.

The hiring supervisor/manager will provide the requested information for the new employee.

The identifying information for the new employee, i.e., name, social security number, title, department and location, is self-explanatory.

Administrative/Mainframe Access: Fill out this section only if the user requires access to the mainframe. If mainframe access is required, the supervisor/manager must:

- List the code or description of the mainframe functions required, (i.e., **code** – PGMN/SIAD or **description** – Display credit student admission data).
- The authorizing supervisor/manager prints and signs their name.

Local Area Network Access: Check this section if the user needs access to the network. If you have requested access to the mainframe, you must request network access.

GroupWise: Choose one of the options.

The supervisor/manager is to review the statement regarding use of PGCC network and computing resources with the new user. The new user and the authorizing supervisor/manager will sign and date the form. The employee's department must retain one copy of the form. The original form must be sent to the Information Systems Department, System Engineering Manager, M-3007.

INFORMATION SYSTEMS REQUIRES THREE (3) BUSINESS DAYS TO PROCESS THIS FORM.

If you have any questions, please contact the Help Desk at 301-322-0637.

Thank you for your assistance.

**ONCE COMPLETED, RETURN THIS FORM TO
INFORMATION SYSTEMS DEPARTMENT, M-3007**