



**CLPCCD Information Technology Services**  
**3000 Campus Hill Drive, Livermore, CA 94551, Bldg. 1900**

**Request for Access to Administrative Systems**

Complete and return this form to Katherine Tollefsen, c/o ITS Dept.

*To be completed by the responsible manager: (Please Print)*

Please provide access  
to the following systems for

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
*Employee First Name M.I. Last Name*

\_\_\_\_\_  
*Employee Title (Formal Title from Board Appointment)*

\_\_\_\_\_  
*Employee's Dept (i.e. Counseling, EOPS, A&R, etc.)*

- Electronic Mail
- Banner Student System
- Banner Finance System
- Banner Human Resources System
- Banner Financial Aid System

*(ITS use only)*  
 Completed by ITS on (date)\_\_\_\_\_ by \_\_\_\_\_  
 Completed by ITS on (date)\_\_\_\_\_ by \_\_\_\_\_  
 Completed by ITS on (date)\_\_\_\_\_ by \_\_\_\_\_  
 Completed by ITS on (date)\_\_\_\_\_ by \_\_\_\_\_  
 Completed by ITS on (date)\_\_\_\_\_ by \_\_\_\_\_

I also agree to notify ITS immediately when system access is no longer required for this employee.

Authorization:

\_\_\_\_\_  
*Manager Signature Date*

\_\_\_\_\_  
*Department / Site Manager Phone #*

*To be completed by the employee requesting access:*

I have received, read, and understood Chabot - Las Positas CCD [Board Policy 2311](#),  
[Computer Use](#), and the related [Administrative Rules and Procedures 2311](#).

By my signature, I agree to adhere to the policy and administrative rules:

\_\_\_\_\_  
*Employee Signature Date*

\_\_\_\_\_  
*Office or Room # Employee Office Phone #*

Revised 5/10/10

Note: This is not a requisition for computer hardware, network wiring, or physical connections.  
 Please consult with ITS and M & O if you intend to requisition new hardware or connections.