Mt. San Antonio College
Faculty Web Account Request Form

INSTRUCTIONS:
- Complete the User Information and Training sections and read the terms on the back of this form.
- Have your supervisor complete the Authorization section as applicable.
- Sign and date the form - user and supervisor.
- The person authorizing the access must submit this form to **Rick Nguyen** in Information Technology. New accounts are usually created within five business days of receiving the request. Your OmniUpdate account information will be emailed to your @mtsac.edu email account. Please call the IT Help Desk x4357 if there are any questions.

Section 1 - USER INFORMATION

Last Name:_____ First Name: _____ MI:_____

Email Address:_____ Phone: _____

Banner UserID (if known/assigned): _____

Dept:_____ Employee ID (A#): _____

Do you have an existing faculty website on eLearn server that needs to be moved?   ☐ Yes   ☐ No

Select the Web Development Tool(s) you plan to utilize:

☐ OmniUpdate   ☐ Expression Studio Web (Microsoft)

☐ DreamWeaver   ☐ Other

<u>I agree to the Terms detailed on the back of this form.</u>

User's Signature:_____ Date: _____

Type of Position: ☐ Full-Time   ☐ Part-Time/Hourly

Section 2 – REQUIRED IF USING OMNIUPDATE

Have you attended **OmniUpdate Training**?   ☐ Yes Date(s):_____   ☐   No

Section 3 - AUTHORIZATION

Type of Access: ☐ New User   ☐ Change to Existing User   ☐ Replaces _____

☐ Deactivate as of Date: _____

By signing below, the supervisor certifies that the access requested is required to carry out the responsibilities of this employee's position and that the Information Technology department will be notified if the employee's duties change during the course of employment at the College.

_____ _____ _____ _____
Signature of Employee's Manager/Supervisor   **Date**   **Print Name**   **Phone Ext.**

INFORMATION TECHNOLOGY USE ONLY

UserID Assigned: _____ Access Level _____ Directory Created: _____

Created by: _____ Completed / User Notified Date: _____ Permissions: _____

Terms:

Users agree not to publish content that is illegal or offensive to the College, other users, or the general public.

Users may not use Mt. San Antonio College web sites for the publication or distribution of copyrighted materials or other licensed materials.

Users may not post any commercial advertisements or solicit any commercial products on the Mt. San Antonio College website

Users may not post any personal identifiable information from students or Mt. SAC personnel on the Mt. San Antonio College website.