# Mt. San Antonio College
# E-mail Account Request Form

**INSTRUCTIONS:**
- Complete the User Information section.
- Have your supervisor complete the Access Request sections as applicable.
- Sign and date the form (user and supervisor).
- The person authorizing the access must submit this page form to **Daryl Nagamine** in Information Technology. New email accounts are usually created within five business days of receiving the request. You will need to pick up your account information from the IT Help Desk in Bldg 23 and sign an email usage agreement. Please call x4357 to verify that your paperwork is ready before coming to the Help Desk.

## Section 1 - USER INFORMATION

Last Name:_____ First Name: _____ MI:_____

Email Address:_____ Phone: _____

Office Location: _____ Phone Extn: _____

Banner UserID (if known/assigned): _____

Dept:_____ Employee ID: _____

Job Title: _____

**By signing this form I understand the Banner system contains information protected by the Federal Privacy Act of 1974 (FERPA). Violation of this Act can possibly result in criminal and civil penalties and loss of employment.**

User's Signature:_____ Date: _____

**Employee Status:** ☐ Staff    ☐ Faculty ☐ Student    ☐ Other _____

**Type of Position:** ☐ Permanent ☐ Part-Time/Hourly    ☐ Temporary (e.g., temps, students)

## Section 2 - AUTHORIZATION

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

☐ Deactivate as of Date: _____

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☐ New Account

☐ Change existing account name (UserID) from:_____ to:_____

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