# OnBase Account Request Form



## INSTRUCTIONS

Complete sections 1-3 and forward the completed form to Claudia Coronado in the Information Technology department. Please note that Privileges in OnBase are based on the functions the user will be performing within OnBase. If an incomplete form is received, the form will be returned to the requestor.

## SECTION 1 - EMPLOYEE INFORMATION

Last Name:      First Name:      MI:      Phone:

Email Address:      Dept.:

Employee ID:      Job Title:

## SECTION 2 - REQUESTED ACTION AND LEVEL OF ACCESS

OnBase document owners determine who should have access and the level of access granted. Documents stored in OnBase are arranged in groups that are named for the Mt. SAC department/division that own the documents.

In the table below, please identify the department owner for the document(s) to which access is being requested and associated action. Then, check the box representing each level of access needed for the document or group of documents. Examples have been provided in the table below.

Please review the following prior to requesting access:

- Access requests are made to the document owner. All requests will require authorization by the dean or director of the requested area.
- If the request is for a specific document rather than a group of documents, please specify the department/division owner and document(s).
- Requests for Admissions & Records (A&R) documents will require authorization by the Dean of Enrollment Management.
- Indicate the action for the document group: Add or Delete User
- Levels of Access:
    **View** level is the default access type for your department group. It provides View only access.
    **Scan/Create** level provides the ability to scan and view.
    **Modify** level provides the fore mentioned access as well as the ability to modify documents.
    **Delete (Manager)** level includes the fore mentioned access plus the ability to delete documents.

| | Document Owner (Department) | Action<br>Add (A),<br>Delete (D)<br>User | Level of Access<br>View | Scan/<br>Create | Modify | Delete |
|---|---|---|---|---|---|---|
| **Examples** | Admissions & Records | A | | | X | |
| | Purchasing; Requisition Back Up Documents | A | | X | | |
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## SECTION 3 - ACKNOWLEDGEMENT AND AUTHORIZATION

**Confidentiality Statement**

**Along with the right to access the transcripts of students at Mt. San Antonio College comes the responsibility to maintain the rights to students particularly as outlined in the *Family Educational Rights and Privacy Act* (FERPA). The college catalog, schedule of classes and student handbook state the policy regarding student records at Mt. San Antonio College. Student records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality. Under the terms of FERPA, Mt San Antonio has established the following as directory information: student's name, community of residence, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student. All other information may not be released without written consent of the student. Grades, social security numbers, ethnicity, and student schedules should not be released to anyone other than the student under discussion and not over the phone.**

*By signing this form, I understand the OnBase 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.*

| | | |
|---|---|---|
| Signature of Requesting Employee | Print Name | 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 | Print Name | Date |

**For documents owned by another division or department:**
*By signing below, the dean or director certifies that the access requested is approved, and understands that the access is required in order for the employee to carry out her/his responsibilities.*

| | | |
|---|---|---|
| Signature of Dean or Director | Print Name | Date |

**For documents owned by Admissions & Records:**
*By signing below, the Dean of Enrollment Management certifies that the access requested is approved, and understands that the access is required in order for the employee to carry out her/his responsibilities.*

| | | |
|---|---|---|
| Signature of Dean of Enrollment Management | Print Name | Date |

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**INFORMATION TECHNOLOGY USE ONLY**

User ID Assigned: _____     Created By: _____     Date: _____