MIDDLESEX
COMMUNITY COLLEGE

Technology Center
Technical Services Request
* requestor must already have a ***my mcc userid***
see Human Resources Office, if you need one

Request Checklist:

- PLEASE PRINT CLEARLY. Form will be returned to sender if it is not legible, causing a delay
- Include first, middle, and last name for Employee Name
- Supervisor's name and signature are mandatory
- Read and sign the form. Retain a copy for your records
- Return to: *Technology Center, Lowell Campus/City Building*
- You will receive notification when service(s) become available

CHECK ALL THAT APPLY:
☐ Faculty ☐ Staff ☐ Work Study
☐ Full-Time ☐ Part-Time

☐ Temp, Expiration Date:_____ (1 year max.)
Project or Group: _____

Employee Name: _____ ***my mcc userid***: _____ E-mail: _____

Title: _____ Location: _____ Phone: _____

Department: _____ Supervisor Name: _____

REQUESTED ACCESS (check all that apply)

☐ **MIDDLESEX EMAIL** ☐ **NETWORK ACCESS** Network Share Folder Name(s):_____ ☐ Read Only ☐ Read/Write ☐ Full (Read/Write/Delete) ☐ **BLACKBOARD** ☐ **Change *my mcc userid***	☐ **SARS-GRID – Location:**_____ ☐ **REMOTE ADMINISTRATIVE ACCESS** ☐ **OTHER:** _____

Note: Access to BANNER administrative systems of the college must be authorized in writing by the supervisor of the employee requesting access. The request must be accompanied by the name of the employee, the ***my mcc userid*** of the employee, and a description of the access required. Requests for access should be sent to the following:

- Student System: "Vinnie Funaro" **funarov@middlesex.mass.edu**
- Human Resources/Payroll System: "Judith Wong" **wongju@middlesex.mass.edu**
- Finance System: "Kathy Rich" **richk@middlesex.mass.edu**

REQUESTOR

*I understand that I am responsible for this account and any equipment issued to me. The **my mcc userid** provided to me is not transferable to nor for use by anyone else. Access to any MCC computer system is authorized for the purpose of performance of college-related activities only. I will keep my password a secret and will not leave my computer unattended while I am logged onto the system. The information that I access in MCC computer systems will be held in strict confidentiality except when its communication is needed to perform the duties of my job. Any misuse of this account, or any attempt to interrupt or damage the operation of MCC computer systems, shall result in immediate termination of access as well as appropriate legal action. MCC reserves the right to have access to and inspect all information stored in any of its computer systems for the purpose of insuring compliance with this agreement, applicable state laws, and regulations of the Board of Higher Education.*

*Signature:*_____ *Date:*_____

SUPERVISOR APPROVAL

I approve of the requested access. I understand that I am responsible to notify the Human Resources Office if the requester leaves MCC or the requester no longer requires the approved access.

Supervisor's Signature: _____ *Date:* _____

FOR TECHNOLOGY CENTER USE ONLY

Employee's ***my mcc userid***: _____ Date Created: _____ Created By: _____

Supervisor Notified: _____ Comments: _____

Equipment Description:_____ Serial Number: _____