



**Human Resources
New Employee
Request for Technical Services**

CHECK ALL THAT APPLY:

Faculty Staff Full-Time Part-Time

MyMCC User ID: _____

Employee Name: _____

Department: _____

Supervisor Name: _____

Request Checklist:

- This form will not be processed before employment forms are received by Human Resources
- 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
- You will receive notification when service(s) become available

Temp, Expiration Date _____ (1 year max.)

Project or Group: _____

Title: _____

Location (Campus, Building, Floor, Room/Cube Number): _____

REQUESTED SERVICES (check all that apply)

☒ **NETWORK ACCESS (includes Blackboard)**

Network Share Folder Name(s): _____

Read Only Read/Write Full (Read/Write/Delete)

MIDDLESEX EMAIL

SARS-GRID Location: _____

OTHER: _____

See Note: below for BANNER access

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: "Scott O'Neil" **oneils@middlesex.mass.edu**
- Human Resources/Payroll System: "Mary Emerick" **emerickm@middlesex.mass.edu**
- Finance System: "Jackson Chege" **chegej@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 Technology Center if the requester leaves MCC or the requester no longer requires the approved access.

Supervisor's Signature: _____ Date: _____

FOR HUMAN RESOURCES AND TECHNOLOGY CENTER USE ONLY

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

Supervisor Notified: _____ Comments: _____

Equipment Description: _____ Serial Number: _____