

Human Resources

New Employee Request for Technical Services

You will receive notification when service(s) become available Á CHECK ALL THAT APPLY: -----Faculty Staff Full-Time Part-Time Project or Group: _____ MyMCC User ID: Employee Name: Location (Campus, Building, Floor, Room/Cube Number): Department: Supervisor Name: REQUESTED SERVICES (check all that apply) **TELEPHONE ☒ NETWORK ACCESS (includes Blackboard)** Network Share Folder Name(s): \square new \square existing \square voicemail only Full (Read/Write/Delete) Read Only Read/Write If new or existing, do you want voicemail? \Box yes \Box no MIDDLESEX EMAIL If existing, what is current extension? _____ (required) 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: "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:_____ **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

Request Checklist:

received by Human Resources

is not legible, causing a delay

This form will not be processed before employment forms are

PLEASE PRINT CLEARLY. Form will be returned to sender if it

Include first, middle, and last name for Employee Name

Read and sign the form. Retain a copy for your records

Supervisor's name and signature are mandatory

FOR HUMAN RESOURCES AND TECHNOLOGY CENTER USE ONLY Employee's my mcc userid: _____ Date Created: _____ Created By: _____ Supervisor Notified: _____ Comments: _____ Equipment Description:______ Serial Number: _____

______ Date: ____

the requester no longer requires the approved access.

Supervisor's Signature: