



Employee Technology Access Request

Office of Technology Services

Updated: September 2024

New Employee

Update existing access

Employee Name:			Banner ID (PIDM):		
Position Title:					
Department:					
Location:		Preferred Name:			
Position Type:		Faculty Stipend End Date:	Staff	Student	Vendor Volunteer Other Explanation:
Date Requests needed:		Actual Start Date:			

Please check appropriate resources needed and add a comment if necessary

Resources	✓	Comments		
Equipment needed: Choose your options in each section:		Laptop Desktop	Apple Dell	External Accessories: Display Keyboard Mouse Other:
Telephone Changes:		What extension to be assigned? Does voicemail password need resetting? Any other changes needed?		

Indicate which resources are needed AND who's access to mirror

Banner:		
Argos:		
Intellicheck:		
Remus File Server:		Indicate the shared drives needed:
Sagan:		
Slack:		Zoom: Basic or Licensed?
Please check if this person needs to send emails to the entire campus via departmental groups?		
Other (please specify)		

Authorization and Policy Acknowledgment

I have read and understand the SBC policy on resources and systems access. Additionally, new Hire, volunteer, vendor, or other party access will not be granted until IT has received the signed and properly executed a Technology Agreement Form.

Signature of Department Head/Supervisor:	
Signature of Director of Technology:	