

New River Community College

Information Technology User Access Information Form

SECTION A: Requestor to complete this section only and deliver to Human Resources

NRCC Systems Access

EMPLID #: _____ (HR will add this in Section B If not in the system already)

Type of user: Administrative Faculty Adjunct Faculty Staff(Full) Staff(Part)
Bookstore Security Tutor Work-study Intern
Dual-Enrollment (County School Email) _____

Legal Name: _____
First Middle Initial Last

Office/Division Name: _____ Building/Office #: _____ Phone Ext. _____

Initial Access Request Date: _____

Email Personal H: Drive Share S: Drive (List Folders) _____
Remote Off Campus SFTP (WEB Access)
Email Distribution Groups _____

VCCS Systems access other than default

SIS-Student Information _____ SIS-Fin Aid _____ SIS-Student-Financials _____
(Tammy Smith) (Shauna Crosscup) (Melissa Anderson)
AIS Data Owner Melissa Anderson: _____ Date: _____
WES (Quickpay, Nelnet, NIC) Data Owner Stacey Ayers: _____ Date: _____
Other (Student Groups, Web Security) _____

Financial and HR Systems Access Data Owner - Melissa Anderson: _____ Date: _____

EVA ID _____
Cardinal CIPPS \ PAYLINE (Commonwealth Integrated Payroll and Personnel System)
REPORTLINE Access PMIS (Personnel Management Information System)

Employee Signature

Supervisor Signature

SECTION B: Human Resources completes this section and delivers to Technology Services

Background Check Completion Date: ____/____/____ EMPLID #: _____

Human Resources Signature: _____ Date: _____

SECTION C: Technology Services Checklist for account creation

HELP DESK #

Active Directory

Username\email: _____@nr.edu
 Enter EMPLID into Attributes and NRCC as Department under Organization tab
 Add default group memberships for security and distribution
 Setup H: drive in Profile (\\nrgadmserv01\users\<username>)
 Assign to Office 365 License group in Active Directory

Security Training

Create GLS FERPA & Security Awareness eVA PCI-DSS

VCCS Systems

Add Employee email to SIS account
 Set COPYID per SECTION A (Attach Screenshot) INFO: _____ KWEB(default) Date: _____
 Set HR COPYID per SECTION A (Attach Screenshot) INFO: _____ KEMPSELF(default) Date: _____
 Set AIS role per SECTION A (Attach Screenshot) INFO: _____ Date: _____
 Set WES roles per SECTION A (Attach Screenshot) INFO: _____ Date: _____
 Other roles per SECTION A (Attach Screenshot) INFO: _____ Date: _____

Financial and HR Systems Access

Add to EVA by completing FORM and print or screenshot results for file.
 Add Cardinal, CIPPS, PAYLINE, REPORTLINE, PMIS access as requested in SECTION A (Attach Evidence)

Added by: _____

Date: _____

SECTION D: Updates - Technology Services Only

Update Request Date: _____ **Requestor:** _____ **HELP DESK #** _____

- Email Personal H: Drive Share S: Drive (List Folders) _____
 Remote Off Campus SFTP (WEB Access) _____
 Email Distribution Groups _____

VCCS Systems Access

- SIS role other than default _____ Data Owner: _____ Date: _____
 AIS role other than default _____ Data Owner: _____ Date: _____
 WES (Quickpay, Nelnet) _____ Data Owner: _____ Date: _____
 Other (Student Groups, Web Security) _____

Financial and HR Systems Access

Data Owner: _____ Date: _____

- EVA ID _____ Cardinal CIPPS
 REPORTLINE Access PMIS (Personnel Management Information System)

Update Request Date: _____ **Requestor:** _____ **HELP DESK #** _____

- Email Personal H: Drive Share S: Drive (List Folders) _____
 Remote Off Campus SFTP (WEB Access) _____
 Email Distribution Groups _____

VCCS Systems Access

- SIS role other than default _____ Data Owner: _____ Date: _____
 AIS role other than default _____ Data Owner: _____ Date: _____
 WES (Quickpay, Nelnet) _____ Data Owner: _____ Date: _____
 Other (Student Groups, Web Security) _____

Financial and HR Systems Access

Data Owner: _____ Date: _____

- EVA ID _____ Cardinal CIPPS
 REPORTLINE Access PMIS (Personnel Management Information System)

Update Request Date: _____ **Requestor:** _____ **HELP DESK #** _____

- Email Personal H: Drive Share S: Drive (List Folders) _____
 Remote Off Campus SFTP (WEB Access) _____
 Email Distribution Groups _____

VCCS Systems Access

- SIS role other than default _____ Data Owner: _____ Date: _____
 AIS role other than default _____ Data Owner: _____ Date: _____
 WES (Quickpay, Nelnet) _____ Data Owner: _____ Date: _____
 Other (Student Groups, Web Security) _____

Financial and HR Systems Access

Data Owner: _____ Date: _____

- EVA ID _____ Cardinal CIPPS
 REPORTLINE Access PMIS (Personnel Management Information System)

SECTION E: Removal Checklist-Technology Services Only

HELP DESK # _____**Removal Request Date:** ____/____/____ **Requestor:** _____

- Removal **OR** Retiring
 Get EMPLID number from form or SIS _____
 INACTIVATE the user in GLS
 Delete the user's folder from the file server. You will have to assume ownership first. (\\nrgadmserver01\users\)
 Delete the user from AD or move to RETIREE group. If Retiring remove all group memberships and set Exchange Online License.
 Remove Employee email from SIS - ONLY the employee email
 Remove Student groups from SIS.
 Change any SIS COPYIDs to defaults access, KWEB and ZHRWEB in Directory Manager
 Check for and attach documentation of WES, Cardinal, CIPPS, PAYLINE, EVA, AIS or PMIS access and removal if necessary.
 File all documents in Terminations folder for archive.

Removed by: _____**Date:** _____