Non-Employee Computer System Access Request Form

DETAILED INSTRUCTIONS

This is the official form used to either provide a non-employee with access to TSC's computer system, remove a non-employee's computer system privileges, or establish a faculty/ instructor record. (FCTY record).

FOR ACTIVATION:

The department supervisor is responsible for completing this form and for securing the 1st Requestor and 2nd Requestor signatures in order for a non-employee to obtain access to the computer system. The form should be forwarded to the Department of Human Resources **on or before** the non-employee's start date. Forward to: Kim.Sanchez@tsc.edu.

FOR DEACTIVATION:

The department supervisor is responsible for completing this form and securing the 1st Requestor signature **only** in order to remove a non-employee's access to the computer system. The form should be forwarded to the Department of Human Resources **no later than** the non-employee's last work day. Forward to: Kim.Sanchez@tsc.edu.

FOR FCTY:

The department supervisor is responsible for completing this form and for securing the 1st Requestor and 2nd Requestor signatures in order for a non-employee to obtain access to the computer system. The form should be forwarded to the Department of Human Resources **on or before** the non-employee's start date. Forward to: Kim.Sanchez@tsc.edu.

DEFINITIONS:

Company Name *(if applicable):*	Enter the company name the employee is associated with.
First Name:	The non-employee's legal first name.
Last Name:	The non-employee's legal last name.
Effective Date:	The date the employee is to be activated or deactivated.
Colleague ID:	The non-employee's Colleague ID for deactivation only.
Date of Birth:	The non-employee's date of birth.
Last 4 of SSN:	The non-employee's last four digits of social security.
Contact Phone:	The non-employee's phone number.
Location:	The department or area where the non-employee will be working.
Non-Employee Access Request Type:	Check the box that applies. Check *Non-Employee Other* if program name is not listed and include the program name on the line provided.
1st Requestor Signature:	The signature of the appropriate dean or department director.
2nd Requestor Signature:	The signature of the appropriate Vice President.