



Mt. San Antonio College Faculty Web Account Request Form

INSTRUCTIONS:

- Complete the User Information and Training sections and read the terms on the back of this form.
- Have your supervisor complete the Authorization section as applicable.
- Sign and date the form - user and supervisor.
- The person authorizing the access must submit this form to **Rick Nguyen** in Information Technology. New accounts are usually created within five business days of receiving the request. Your OmniUpdate account information will be emailed to your @mtsac.edu email account. Please call the IT Help Desk x4357 if there are any questions.

Section 1 - USER INFORMATION

Last Name: _____ First Name: _____ MI: _____

Email Address: _____ Phone: _____

Banner UserID (if known/assigned): _____

Dept: _____ Employee ID (A#): _____

Do you have an existing faculty website on eLearn server that needs to be moved? Yes No

Select the Web Development Tool(s) you plan to utilize:

- OmniUpdate Expression Studio Web (Microsoft)
 DreamWeaver Other

I agree to the Terms detailed on the back of this form.

User's Signature: _____ Date: _____

Type of Position: Full-Time Part-Time/Hourly

Section 2 – REQUIRED IF USING OMNIUPDATE

Have you attended **OmniUpdate Training**? Yes Date(s): _____ No

Section 3 - AUTHORIZATION

Type of Access: New User Change to Existing User Replaces _____
 Deactivate as of Date: _____

By signing below, the supervisor certifies that the access requested is required to carry out the responsibilities of this employee's position and that the Information Technology department will be notified if the employee's duties change during the course of employment at the College.

Signature of Employee's Manager/Supervisor Date Print Name Phone Ext.

INFORMATION TECHNOLOGY USE ONLY

UserID Assigned: _____ Access Level _____ Directory Created: _____

Created by: _____ Completed / User Notified Date: _____ Permissions: _____



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Terms:

Users agree not to publish content that is illegal or offensive to the College, other users, or the general public.

Users may not use Mt. San Antonio College web sites for the publication or distribution of copyrighted materials or other licensed materials.

Users may not post any commercial advertisements or solicit any commercial products on the Mt. San Antonio College website

Users may not post any personal identifiable information from students or Mt. SAC personnel on the Mt. San Antonio College website.