



Mt. San Antonio College OmniUpdate Account Request Form

INSTRUCTIONS:

- Complete the User Information and Training sections.
- Read the Terms and Conditions 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 OmniUpdate 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#): _____

Job Title: _____

Access to maintain the following Division/Department WebPages is requested:

- 1) _____
- 2) _____
- 3) _____

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

User's Signature: _____ Date: _____

Employee Status: Staff Faculty Student Other _____

Type of Position: Permanent Part-Time/Hourly Temporary (e.g., temps, students)

Section 2 – REQUIRED OMNIUPDATE TRAINING

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

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

Section 3 - AUTHORIZATION

Type of Access: New User Change to Existing User Replaces _____

Deactivate as of Date: _____

Type of User: Contributor Approver Publisher

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 _____

Created by: _____ Completed / User Notified Date: _____



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OMNIUPDATE Project Terms and Conditions

OmniUpdate Project Users should conduct themselves in a professional and respectful manner when publishing content on the Mt. San Antonio Website.

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

Users agree to share their experiences using this program with other users and related personnel.

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.