



# OnBase Account Request Form

## INSTRUCTIONS:

- Complete the User Information section.
- Have your supervisor complete the OnBase Access Request sections as applicable.
- Sign and date the form (user and supervisor)..
- Send the request form to Information Technology.

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## Section 1 - USER INFORMATION

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Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_ Phone: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ Dept: \_\_\_\_\_  
 Employee ID: #A \_\_\_\_\_ Job Title: \_\_\_\_\_

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### Confidentiality Statement

Along with the right to access the transcripts of students at Mt. San Antonio College comes the responsibility to maintain the rights to students particularly as outlined in the *Family Educational Rights and Privacy Act (FERPA)*. The college catalog, schedule of classes and student handbook state the policy regarding student records at Mt. San Antonio College. Student records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality. Under the terms of FERPA, Mt San Antonio has established the following as directory information: student's name, community of residence, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student. All other information may not be released without written consent of the student. Grades, social security numbers, ethnicity, and student schedules should not be released to anyone other than the student under discussion and not over the phone.

By signing this form I understand the Banner system contains information protected by the Federal Privacy Act of 1974 (FERPA). Violation of this Act can possibly result in criminal and civil penalties and loss of employment.

User's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OnBase User Account Instructions:

You must have a valid Mt.SAC username and password to access the OnBase Enterprise Content Management System. Enter your Banner ID and press the Tab key on your keyboard to autofill your name. If you do not have a valid username, please contact your Supervisor or Manager to request one. Once the OnBase account is activate or updated, you will be notified via e-mail by the system access administrator. Your OnBase user name and password will be the same as your Mt.SAC credentials (portal credentials).

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## Section 2 - AUTHORIZATION

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### Department Access and Levels

Please select the desired department document group and access level. **Std\_User\_View** level is the default access type for your department group. It provides View only access. **Scan\_User\_Create** level provides the ability to scan and view. **Proc\_User\_Modify** level provides the fore mentioned access as well as the ability to modify documents. **Mgr\_Delete** level includes the fore mentioned access plus the ability to delete documents.

View and scan access for the requestor's department document group should be authorized by their manager/supervisor. Modify and delete access needs to be authorized by the Dean or Director for that group.

Any request for view, scan, modify or delete access outside the requestor's department must be authorized by the Dean or Department Director of that group.

To view Transcripts, as well as other general Admissions and Records documents, select the A&R\_General\_Doc\_VIEW level. Your request MUST be authorized by the Dean of Enrollment Management.

