

California College of the Arts

Educational Technology Services

New Employee Technology Requisition

Use this form to request technology setup for new CCA Staff.

Please note that technology setup typically takes one week from date of requisition receipt. Early submissions are encouraged.

Please type your responses. This form can be filled out and saved using Adobe Acrobat Professional.

Questions about this form or questions related to new employee technology setup should be directed to the Helpdesk at 510.594.5010 or helpdesk@cca.edu.

This section is about the Hiring Manger	Name of hiring manager:		Department:	
	Today's date:	Date setup needed (start date for new employee):	Phone number:	
This section is about the New Employee	Name of new employee:		Department:	
	Position:	New position? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes →	What computer was requested in previous budget cycle?	
	Name of prior staff member in this position:		If a computer wasn't requested / budgeted, what machine will new employee use?	
	Campus where employee will be located >50% of time: <input type="checkbox"/> Oakland <input type="checkbox"/> San Francisco <input type="checkbox"/> Both		Location of office(s) – list building and room number:	
This section is about Phones	Has a phone already been set up for this position/office? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes →		Current phone number:	
	Please check the phone services that should be set up: <input type="checkbox"/> Phone <input type="checkbox"/> Voicemail <input type="checkbox"/> Call forwarding (to cell or other office)		Does the PhoneMail password need to be reset? <input type="checkbox"/> No <input type="checkbox"/> Yes	
	Other comments or special requests:		Do existing messages need to be cleared or erased? <input type="checkbox"/> No <input type="checkbox"/> Yes	
This section is about Network Resource	Will the new employee need access to folders on the fileserver? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes →		If yes, please list server (SF and/or OAK) and folders:	
	Will the new employee need access to Raiser's Edge? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes →		If yes, please contact the Fundraising Services Manager at 510.594.3779 to set up access.	
	Will the new employee need access to ADP / HR Perspectives? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes →		If yes, please contact Payroll at 415.703.9590 to set up access.	
	Will the new employee need access to Datatel / WebUI? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes →		If yes, please fill out the Datatel Access Request Form at the end of this document.	
	Will the new employee be a departmental Budget Manager? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes →		If yes, please fill out the Datatel Access Request Form at the end of this document and choose "Yes" in the WebAdvisor Budget Manager field.	
	Will the new employee check any additional email accounts? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes →		If yes, please list:	
	Please list any additional network resources the new employee will need access to:			
This section is about Calcium	Will the new employee need access to Calcium? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes →		If yes, which calendars? (indicate read only or editing access)	
	Will the new employee need a personal calendar created? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes →		Who else should have access to the personal calendar? (indicate read only or editing access)	
Any additional information, special circumstances, or requests:				

Please submit this form to HR along with Hiring Paperwork.

To remove access for a terminated employee, please use the Employee Termination Technology Checklist, located at <http://technology.cca.edu/support/helpdesk/forms.php>.

This section for ETS use only.			Parent ticket: [cca.edu # _____]	
Email [cca.edu # _____] <input type="checkbox"/>	Computer & Data [cca.edu # _____] <input type="checkbox"/>	Phones [cca.edu # _____] <input type="checkbox"/>	Calcium [cca.edu # _____] <input type="checkbox"/>	Other Access [cca.edu # _____] <input type="checkbox"/>

DATATEL ACCESS REQUEST FORM

Use this form to request access to the interactive DATATEL information system.

Name of New User:		Title:		Department:	
Date access is to begin:	Date access is to end:	Computer platform: <input type="checkbox"/> PC <input type="checkbox"/> Mac	Email address:		
Name of Person who is being replaced:				Disable their account: <input type="checkbox"/> YES <input type="checkbox"/> No	
Access to WebAdvisor: (check all that apply) <input type="checkbox"/> Budgets <input type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Student			Datatel ID Number:		
List screens that are needed or name of similar account to copy permissions from and/or WebAdvisor Budget account numbers:					
Manager's Signature:		Date:		Manager's Name:	

You will be given access to DATATEL COLLEAGUE information only with the understanding that your access is necessary in the performance of your duties, or in pursuing educational interests. You are not to release any information to others unless they are also approved for access. In accordance with the Family Educational Rights and Privacy Act (FERPA), student information is confidential and is to be released to other employees only when in the academic best interests of the student. Confidential information may not be released to third parties. Further, directory information cannot be used for group, club or personal gain. Students have the option to indicate that they wish to have directory information specified as confidential. If information that you are being given access to contains information about students who have requested confidentiality, you must respect that request and never release any information to anyone under any circumstances. Student employees should not have access to student files which contain confidential information without appropriate training and direct supervision by a career employee. When ever an employee transfers between departments or leaves CCA, their access should be modified or closed.

By signing this form, you promise:

1. I will use my access to DATATEL COLLEAGUE information in a responsible manner, consistent with FERPA guidelines, State and CCA guidelines, and that violations of these policies could result in disciplinary and/or legal actions.
2. I will not disclose information that I obtain in performing my duties to anyone who does not require this information in their official capacity;
3. I will use Colleague only for the purposes for which I am authorized;
4. I will not disclose my PASSWORD (S) to any person;
5. I will not allow anyone else, even other authorized users, use of a terminal while it is logged on to Colleague under my LOGIN ID

Failure to comply with these policies will result in termination, expulsion or fines.

Signature of New User after training from ETS:	Date:
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FOR ET USE ONLY

User Name of New Account/temp password:	Creation Date: Training Date:	Created By:
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SOD SVM DRUS RSGL UI Web UI Web manual UI manual