Technology Services
Administrative System Access Form

Effective: 05-04-2012
Supersedes: All

GASTON COLLEGE

Today's Date _____

Requestor's Information

Contact Name _____

Title _____

Department _____

Phone Number _____

E-mail _____

If Employee requires access to the college network, a Network Access form must be completed. This form is available from Technology Services and on GCnet under Technology Services

If Employee requires equipment, an Equipment Request form must be completed. This form is available from Technology Services and on GCnet under Technology Services

New Account

☐ Create account with the same access as: _____
(Current Acct. Holder)

Employee's Information

First Name _____

Middle Name _____

Last Name _____

Generational Qualifier (Sr. Jr, etc.) _____

Title _____

Department _____

Location _____

Phone Number _____

Fax Number _____

Contract Length _____

E-mail _____

Employee Start Date: _____

Is employee: ○ New   ○ Moving

○ Full Time   ○ Part Time

○ Staff   ○ Faculty

System Information

Access to Administrative computer   ☐ Datatel   ☐ Faculty WebAdvisor   ☐ E-Procurement   ☐ ImageNow

Have you been trained in Datatel?   ○ Yes   ○ No

Please list any additional needs or special requirements:

[   ]

Required Signatures   (All signatures must be obtained before submitting the request.)

Supervisor Signature: _____   Date: _____

Data Owner Signature: _____   Date: _____

Data Owner Signature: _____   Date: _____

Data Custodian Signature: _____   Date: _____

Data Custodian Signature: _____   Date: _____

Department of Technology Services

_____

GASTON COLLEGE

Technology Services
System Authorization/Acceptable Use Policy

College-owned or operated resources are for the use of faculty, students, staff and other authorized individuals. Access to these resources is a privilege. Those granted privileges are responsible for using resources in an effective, ethical and lawful manner. The College does not attempt to articulate all required or unacceptable behavior by its users.

The following policies will, however, be strictly enforced. Violations could result in the loss of privileges and possibly discipline or legal sanctions under state and federal law.

1. Access and privileges of Gaston College's information systems are assigned and managed by the System Administrator. Users may not, under any circumstances, transfer or confer these privileges to other individuals. Any account assigned to an individual shall not be used by others.

2. Computing resources and access accounts are to be used only for the purpose for which these are assigned and are not to be used for commercial purposes or non-college related activities.

3. All computer software is protected by the federal copyright law and most is proprietary and protected by legal and binding agreements in addition to the copyright law. Users are responsible for being aware of and compliant with the license restrictions for any software used on any system.

4. Gaston College provides access to the Internet and other outside networks which furnish electronic mail, information services, bulletin boards, conferences, etc. Users are advised that they may encounter material which may be considered offensive or objectionable in nature or content. Gaston College does not assume responsibility for the content of the Internet or any of these outside networks.

5. Users are expected to comply with legal and ethical standards. Certain behaviors are forbidden, including but not limited to:
   a. damage or disruption to hardware or communications, such as virus creation and propagation
   b. deletion, examination, copying or modification of files or data belonging to Gaston College or other users without their prior consent
   c. use of systems and/or networks in an attempt to gain unauthorized access to remote systems or to view or capture data
   d. any attempt to create, display, transmit or make accessible threatening, racist, sexiest, obscene, or harassing language or material, such as broadcasting unsolicited messages or sending unwanted mail.

6. Each user is required to read, understand and sign an agreement stating the College's approval policies relating to access to Gaston College computer resources. These documents will be maintained by the System Administrator.

The account user's signature acknowledges that he/she has read and will comply with the college's Acceptable Use Policy

User's Signature: _____ **Date:** _____

Technology Services use only:

Adminiatrative Login: _____   Initial Password: _____

Technology Services: _____   Date: _____

Provide login training/security information (initial only) _____   Date:_____

Password change verified: _____   Date:_____

Departing employee's only:

User deleted from system: _____   Date:_____