



SOUTHSIDE VIRGINIA COMMUNITY COLLEGE

Christanna Campus • 109 Campus Drive • Alberta, VA 23821
 John H. Daniel Campus • 200 Daniel Road • Keysville, VA 23847

Applications Account Request Form

SECTION II: Student Information System

You may select only one SISCOPYID and it must be approved by Information Owner before access with be granted.

SISCOPYID	Description	Info Owner
QADMAASC	On-campus Admissions with Scheduling	DAR
QADMOFF	On-campus Admissions	DAR
QBOKSTR2	Off-campus Bookstore (Limited)	BM
QBOOKSTR	On-campus Bookstore , service indicators	BM
QBUSMGR	Business Manager – Includes SF Table setups	BM
QCAKCADV	Off-campus – Includes: admissions, enrollment & advisement	DAR, DFA
QCASHCLC	Cashier Clerk: Christanna–Includes: opening cashier office, taking payments	BM
QCASHCLD	Cashier Clerk: Daniel–Includes: opening cashier office, taking payments	BM
QCASHMRC	Christanna & related off campus access, 3 rd party contracts	BM
QCASHMRD	Daniel & related off campus access, 3 rd party contracts	BM
QCOUNSEL	Counseling access, advisement transcripts, student inquiry	DAR, DFA
QCOUNSEPT	Counseling access plus placement test score input, advisement transcripts	DAR, DFA
QCWWCASH	CWW off-campus access: admissions, enrollment, CWW cashier office	DAR, BM, DFA
QCWWPPK	Pickett off-campus access: admissions, enrollment, Pickett cashier office	DAR, BM
QEMP	Limited access, used only to grant Blackboard access	--
QESTES	Estes Ctr off-campus access: admissions, enrollment, Estes ctr cashier office	DAR, BM, DFA
QDFALERK	Financial aid office access without setup panels & processes	DFA
QFADIR	Financial aid office access with setup panels and processes	DFA
QINQUIRY	Inquiry pages: Student inquiry, schedule inquiry	DAR
QINSTRCT	Inquiry pages: Student inquiry, schedule inquiry, class roster inquiry	DAR
QLCCADM	Lake Country off-campus access: admissions, enrollment, workforce	DAR
QLIBRARY	Inquiry pages: Student inquiry, schedule inquiry, service indicators	DAR
QSCHCHR	Schedule input access, advisement transcript	DAR
QSOBOST	So Boston off-campus access: admissions, enrollment, So Boston cashier off	DAR, BM, DFA
QSUPERSV	Super user access – All pages (RESTRICTED)	DAR, BM, DFA
QTECHSP	Tech Support use for SIS & Blackboard, inquiries, class scheduling	DAR, BM, DFA
QTRAININQ	Inquiry pages: Student inquiry, schedule inquiry & Advisement Transcript	DAR
QWEB	Students & DFAulty Access	--
QWFDEV	Workforce Development: Schedule input, Noncredit/CEU enrollment, admits	DAR, BM

Information Owner		
DAR – Dean of Admissions & Records	BM – Business Manager	DFA-Director of Financial Aid

For Security Officer Use Only: ISO Received: _____
SIS Account Created by: _____ Date: _____
 EMPLID: _____ Username: _____
 VCCS College Role: _____
VCCS NETMENU User ID: _____
WEB APPLICATION User ID: _____