SOUTHSIDE VIRGINIA COMMUNITY COLLEGE
Christanna Campus ● 109 Campus Drive ● Alberta, VA 23821
John H. Daniel Campus ● 200 Daniel Road ● Keysville, VA 23947

Applications Account Request Form

Instructions:

Users that are employed or contracted by Southside Virginia Community College may be entitled to access applications during his/her employment. In order to receive access, the user and his/her supervisor must complete this form in accordance with job duties. Your form must be filled out completely before your access can be created or granted.

All Users

1. Indicate by inputting the effective date of the form.
2. Indicate by checking the appropriate box whether you are a new user, if you user account needs to be updated or your account needs to be deleted.
3. Please provide the reason for the change. Selections are: new hire, a role change or role termination. If you have a role change or termination, an explanation is required.
4. Your legal name is required for your access. You may also provide us a preferred first name.
5. Provide the title for your position.
6. Please provide your Emp Type = Employee Type classification of status at SVCC. A drop down list has been provided for you to select your status.
7. The employee's supervisor name.
8. Provide us with your office phone number.
9. Name of the department in which you are employed.
10. Location in which your office is physically stationed. A drop down list has been provided for you to select your location.
11. Input your SIS Emplid. If you need assistance with this id, please contact the SIS helpdesk.
12. Input your date of birth.
13. Review remainder of the document to indicate any of the other items that you should be granted access.
14. At the bottom of the form, we need both your signature and your supervisor's signature.

Email Access (All Users)
All users should have a Southside email address except for workstudy students. Please complete this section with your first name and last name as well as designate any email distribution list that you need.

LAN Access (All Users)
In order to have an account established to access the network, you must complete this section with the appropriate role for your job duties.

1. A role is a pre-established designation for a LAN account. You should select from one of the below roles.
2. Your LAN account must be approved for by a designated network grantor. This should only be the appropriate network service personnel. Most users will be designated as a user.

LAN Role	Description
Administrator	Member of administrator group on the local machine
User	Member of users group on the local machine
Other	Describe

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Mainframe Applications (Staff only)

Select appropriate financial record system. Please complete additional forms as needed.

1. ***CARS***. Commonwealth Accounting and Reporting System. This access will only be granted to select individuals that need to use this system for inquiry, data entry or data validation.
2. ***CIPPS***. Commonwealth Integrated Payroll System. This access will only be granted to select individuals that need to use the system for inquiry, data entry or data validation.
3. ***Other available applications:***
   a. ***TSO***. TSO is a system that allows users to process JCL, release batch print jobs from the mainframe system, or upload files for FRS processing.
   b. ***FINDS***. Financial Downloading System. Ability to query to CARS/CIPPs system to download information or validate data.

Enterprise Applications

1. ***AIS***. Accounting Information System. This access will only be granted to select individuals that need to use this system for inquiry, data entry or data validation.
2. ***eVA***. This is the authorized state purchasing software. This access will be granted to anyone that needs the ability to purchase items through the state.
3. ***SIS***. Student Information System.
   1. Select one of the below SISCOPYIDs. WA Granted means that you will automatically be granted Staff Version of the Online web application.
   2. You must receive the signature of the Data information owner or his/her representative before SIS access will be granted. Please see the appropriate designee before turning this form into the PeopleSoft administrator.

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 (WA granted)	DAR
QADMOFF	On-campus Admissions (WA granted)	DAR
QADMON	Admissions On Campus Access (WA granted)	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 (WA granted)	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, 3rd party contracts	BM
QCASHMRD	Daniel & related off campus access, 3rd 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 (WA granted)	DAR, BM, DFA
QCWWPPK	Pickett off-campus access: admissions, enrollment, Pickett cashier office (WA granted)	DAR, BM
QDUPEMPL	Duplicate Emplid Cleanup. (RESTRICTED)	DAR, BM, DFA
QDUPENRL	Duplicate Emplid Cleanup with special enrollment access. (RESTRICTED)	DAR, BM, DFA
QEMP	Limited access, used only to grant Blackboard access	--
QESTES	Estes Ctr off-campus access: admissions, enrollment, Estes ctr cashier office (WA granted)	DAR, BM, DFA
QFACLERK	Financial aid office access without setup panels & processes	DFA
QFADIR	Financial aid office access with setup panels and processes	DFA
QFAPROC	Financial aid office – mid level for processing data	DFA
QFDTN	Foundation Office – Student inquiry, financial aid screens	DAR,DFA
QINFOSUP	Information Support – Technical/Functional Support for FA & Business Office	DAR,BM,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 (WA granted)	DAR
QLIBRARY	Inquiry pages: Student inquiry, schedule inquiry, service indicators	DAR
QOCAWPP	Admissions off campus with program/plan placement (WA granted)	DAR

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QSCHCHR	Schedule input access, advisement transcript	DAR
QSOBOAR	So Boston off-campus access: admissions with program/plan placement (WA granted)	DAR
QSOBOST	So Boston off-campus access: admissions, enrollment, So Boston cashier off (WA granted)	DAR, BM, DFA
QSUPERSV	Super user access – All pages (RESTRICTED)	DAR, BM, DFA
QTECHSP	Tech Support use for SIS & Blackboard, inquiries, class scheduling (WA granted)	DAR, BM, DFA
QTRAININQ	Inquiry pages: Student inquiry, schedule inquiry & Advisement Transcript	DAR
QWEB	Students & Faculty Access	--
QWFDEV	Workforce Development: Schedule input, Noncredit/CEU enrollment, admits (WA granted)	DAR, BM

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

Directory Services
Directory Services is similar to a portal that has been created by the VCCS in order to assign security, create reports, and provide customer service to our students, staff and faculty. Directory services have the ability to grant additional access to users that need to provide application support on the technical side.

1. Personal Information Lookup: Provides a user with the ability to look up an account based on several criteria to validate authenticity or whether the user resides in the directory.
2. Other:
    a. Directory Manager: Provides the security administrator access to establish, change, or terminate SIS accounts.
    b. Download Rosters: Provide a listing of users as staff or faculty with SVCC.
    c. Web Security Administrator: Allow for security administrator and backup to assign roles to individual users at our college.

Contacts

Area	Primary
Information Security Officer	Will Hamilton
SIS Security Administrator	Robin C. Daniel
AIS Security Administrator	Robin C. Daniel
LAN Authorization – Christanna	Marysue Lewis/Linda Jenkins
LAN Authorization – Daniel	Lydia Chappell-Ramsey/Dean Bowen
Business Manager	Diane Daniel
Dean of Admissions & Records	Brent Richey
Director of Financial Aid	Sally Tharrington
Human Resource Manager	Bethany Harris