Print Form

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

All Users

Effective Date: _____

☐ ADD NEW USER ☐ UPDATE USER ☐ DELETE USER

Reason: ☐ New Hire ☐ Role Change* ☐ Termination* Explanation: _____

Legal Name: _____ Preferred: _____
First *Middle* *Last* *Preferred First Name*

Title/Position: _____ Emp Type: _____ Supervisor: _____

Office Phone: _____ Department: _____ Location: _____

SIS Emplid: _____ Birth Date: _____ (MMDDYY) Email (Alt)

Southside Email (All Users)

Email Account:
_____._____@southside.edu
Email Distribution List _____
Add'l Email Distribution List _____
Add'l Email Distribution List _____

LAN ACCESS (All Users)

Role: _____
LAN APPROVED BY: _____

Mainframe Applications (Staff Only)

☐ CARS (Commonwealth Accounting and Reporting System)
**Additional form required*
☐ CIPPS (Commonwealth Integrated Payroll System)
**Additional form required – See Human Resource Manger*
☐ Other: _____(Specify)

Enterprise Applications

☐ AIS(Administrative Info System) **Additional form required*
☐ eVA (Purchasing) **Additional form required*
☐ SIS SISCOPYID: _____
☐ INSTRUCTOR ☐ ADVISOR

Info Owners Signatures _____

Directory Services *(SVCC Technical Support Staff Only)*

☐ Person Information Lookup
☐ Other: _____(Specify)
☐ Other: _____(Specify)

I agree to comply with Southside Virginia Community College's Acceptable Use Policy for Information Technology Resources.

Signatures: Employee: _____ **Supervisor's:** _____
Date: _____ **Date:** _____

Supervisor ~ Security Awareness Training Completed ☐
LAN Account ~ Processed by: _____ Date: _____
Email Account ~ Processed by: _____ Date: _____
Human Resources ~ Termination – Check out form Received Date: _____
Information Security Officer Use ~ ISO Approval: _____ Date: _____
SIS/AIS Security Administrator ~ Received: _____
SIS Account Processed by: _____ Date: _____
EMPLID: _____ Username:_____ VCCS SISCOPYID: _____

Revised: December 2008