

Procedures for Requesting Colleague Access

1. Supervisors and employees prepare a written list of the functionality and data needed and forward it to the appropriate team leader who will identify the access level and screens.

Team	Team Leader
Accounts Receivable	Wendy Nucho
Admissions & Registration	Jessica Erickson/Dixie Larson
CF-Financials	Imelda Basco
Curriculum	Faye Smyle/Maria Villagomez
Financial Aid	Patti Morgan
HR/Payroll	Rebecca Gonzalez/Imelda Basco
MIS	Robert Parker

Web Advisor has built in security groups so appropriate access is granted to faculty and employees automatically: no form is needed.

2. The team leader(s) will fill out a “Datatel New User Authorization form” and sign it. Forms are currently available at \\advisor\DatatelDoc\CORE\User forms and help docs.
3. Supervisors will ask employee(s) to fill out an “Information Security Agreement” and attach it to the authorization form. Route the packet to IT for processing. After processing, the security agreement will be forwarded to Human Resources for storage.
4. Send an e-mail to support@napavalley.edu if installation of the Datatel Colleague client is needed. Include contact info, the location of the PC(s), and needed completion date.

If additional access is needed, repeat step one. Team leaders will use a “Colleague User Security Change” form and no additional Information Security Agreement is needed.

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