

Napa Valley College Datatel New User Authorization

Last name: _____ **First name:** _____ **Mid. Name:** _____

Logon ID (first initial + last name): _____ **Employee ID:** _____

Department: _____ **Phone:** _____
Email Account _____

_____ **Classified** _____ **Full-time Faculty** _____ **Adjunct Faculty** _____ **Part-time/Hourly**

Position: _____
What is the ending date for the position, if applicable: _____

Security Classes requested (example: ST.FA.INQUIRY)

CORE:								
ST:								
CF:								
HR:								
Other:								

OR Specific Mnemonics requested (example: NAE)

CORE:								
ST:								
CF:								
HR:								
Other:								

Extras: File Import _____ File Export _____ QueryBuilder _____

Comments (example: same access as Joe Smith)

Authorized Signature : _____ **Date:** _____

Accounts (databases) - circle: **TEST** **LIVE** **EDUC** Other: _____

For MIS use

Network Access completed (initials and date): _____

Set up in Colleague (initials and date): _____