

Date:

BC Employee Account(s) Request Form

Name: Dept./Title:

Employee ID#: Start Date: F/T, P/T, Temp., Kelly, Stud. Assist.

New or Former Employee:

Type of Request (check as many as needed):

Brazosport Network -- This account is used to log on to your computer and provides access to the network. The P: drive and J: drive are automatic when the network account is created. This account also provides an email account automatically.

Departmental Share (please specify and give special instructions):

FAS -- Required for faculty to access FAS/MyBC and to teach in D2L: **Check if Faculty** **Staff** **Advisor**

Wink/Marfa -- These VMS systems provide access to the Student Information System, POISE.

Registrar Approval: _____ Printer name: _____ Access Type:(Menu) _____

Online BC Faculty/Staff Directory (IT will assign ext. number)-- If this service is checked, please provide the following information:

Office or Room Number: Mailbox Number: Extension Number:

Phone Modification -- Change existing extension display name.

Emergency Notification (required): Cell Phone Home Phone

Empower (Financial System) -- This program is used to request requisitions, obtain account information, and for accessing the myHR Self-service Portal. **Note:** Users will need to attend a formal training session by making arrangements with the Business Office for entering requisitions and obtaining account information for their departments.

Requisition Requestor -- For users who will be entering requisitions, obtaining account information, etc. for their department.

Requisition Approver -- For department heads who will be approving requisitions for their department.

Budget Preparation -- For users who will be doing the budget preparation for their department.

myHR Self-service Portal (required) -- Will give the employee access to view their paychecks, W-2s, and other HR/Payroll information.

Imaging System -- Check the appropriate Imaging group needed and indicate if they will need to scan. (Scanning needed:)

Community Education (CE Director approval): _____

Counseling & Testing (Counseling & Testing Director approval): _____

Financial Aid (FA Director approval): _____

Human Resources (HR Dean approval): _____

Student Records (Registrar approval): _____

Security Systems -- Access granted to authorized users only. Check the appropriate group needed.

Community Education Locks (Circle: CEAll Freeport Instructor) (CE approval): _____

All Access Locks (Chief of Police Approval): _____

Specific Camera Access Location : _____ (Director of Area Approval) _____

All Access Cameras (Chief of Police Approval): _____

Other (please explain) _____ (Approval) : _____

Campus Nexus Engage -- Department: _____ (Marketing Director Approval): _____

Supervisor Date

Requestor if other than supervisor Date

Printed Name

Printed Name

IT Office Use Only:

_____ BC Announce Listserv

_____ Email address for VMS account