

Los Angeles City College Administrative Services "How To Book"	Information Technology Department	IV
	Sample DEC Online Authorization Form	B-I-I

DEC ONLINE ACCESS AUTHORIZATION FORM

Please type or print legibly.

COLLEGE/DISTRICT OFFICE LACC

DEPARTMENT: Business Office

Important: Choose one (write **F**, **P**, **H** or **O** here -> _____
and request only that type of access on this form: _____

ACTION code:
A Add user (and grant SCREENS REQUIRED)
D Drop user (and revoke all screens)
G Grant screens for current user
R Revoke screens from current user
M Modify user (e.g., rename account or correct info)

- F Fiscal** (Budget/Accounting) - Fxxx xcreens
- P Payroll** (see other side for list) - Exxx screens
- H Personnel** (non-payroll HR) - Exxx screens
- O Other** (Student/Fin.Aid) - Sxxx, Axxx screens

	<u>LOGIN NAME</u> (ask LAN admin)	<u>FULL NAME</u> (include middle initial)	<u>EMPLOYEE #</u>	<u>SCREENS REQUIRED</u> (use multiple lines if needed)	<u>ACTION</u> A/D/G/R/M
1	JohnsonJL	James L. Johnson	667151	SO65, SO63, SO66	A
2					
3					
4					
7					
8					
9					

	<u>AUTHORIZED SIGNATURES</u>	<u>EXT</u>	<u>PRINTED NAME</u>	<u>DATE</u>
OFFICE ADMINISTRATOR		2039	Richard Arvizu	8/27/2008
LAN ADMINISTRATOR		2036	Juan Mendoza	8/27/2008
OTHER REQUIRED *		2112	William Marmelojo	8/27/2008
OTHER REQUIRED *				
OPERATIONS/SOFTWARE				

* e.g., Controller or Personnel Operations Mgr
 Use of District and college computing facilities implies agreement to directive E-76, displayed on network login.
 Please return to Operations (Information Technology)

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Note: Instructions for the completion of this form can be found on the actual form online as comments in the respective cells or fields to be filled-in or completed.