MT. SAC

OnBase Account Request Form

INSTRUCTIONS

Complete sections 1-3 and forward the completed form to Claudia Coronado in the Information Technology department. Please note that Privileges in OnBase are based on the functions the user will be performing within OnBase. If an incomplete form is received, the form will be returned to the requestor.

SECTION_1 - EMPLOYEE INFORMATION								
Last Name:		First Name:	MI:	Phone:				
Email Address:		Dept.:						
Employee ID:	Job Title:							

SECTION 2 - REQUESTED ACTION AND LEVEL OF ACCESS

OnBase document owners determine who should have access and the level of access granted. Documents stored in OnBase are arranged in groups that are named for the Mt. SAC department/division that own the documents.

In the table below, please identify the department owner for the document(s) to which access is being requested and associated action. Then, check the box representing each level of access needed for the document or group of documents. Examples have been provided in the table below.

Please review the following prior to requesting access:

- Access requests are made to the document owner. All requests will require authorization by the dean or director of the requested area.
- If the request is for a specific document rather than a group of documents, please specify the department/division owner and document(s).
- Requests for Admissions & Records (A&R) documents will require authorization by the Dean of Enrollment Management.
- Indicate the action for the document group: Add or Delete User
- Levels of Access:

View level is the default access type for your department group. It provides View only access.

Scan/Create level provides the ability to scan and view.

Modify level provides the fore mentioned access as well as the ability to modify documents.

Delete (Manager) level includes the fore mentioned access plus the ability to delete documents.

		Action	Level of Access			
	Document Owner (Department)	Add (A), Delete (D) User	View	Scan/ Create	Modify	Delete
Examples	Admissions & Records	А			X	
	Purchasing; Requisition Back Up Documents	А		X		

SECTION 3 - ACKNOWLEDGEMENT AND AUTHORIZATION

Confidentiality Statement

Along with the right to access the transcripts of students at Mt. San Antonio College comes the responsibility to maintain the rights to students particularly as outlined in the *Family Educational Rights and Privacy Act* (FERPA). The college catalog, schedule of classes and student handbook state the policy regarding student records at Mt. San Antonio College. Student records are open to members of the faculty and staff who have a legitimate need to know their contents; however, you do have a responsibility to maintain confidentiality. Under the terms of FERPA, Mt San Antonio has established the following as directory information: student's name, community of residence, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the student. All other information may not be released without written consent of the student. Grades, social security numbers, ethnicity, and student schedules should not be released to anyone other than the student under discussion and not over the phone.

By signing this form, I understand the OnBase system Violation of this Act can possibly result in criminal and	-	Federal Privacy Act of 1974 (FERPA).
Signature of Requesting Employee	Print Name	Date
By signing below, the supervisor certifies that the acciposition and that the Information Technology departing employment at the College.		
Signature of Employee's Manager/Supervisor	Print Name	Date
For documents owned by another division or depart By signing below, the dean or director certifies that the order for the employee to carry out her/his responsible	ne access requested is approved, and under	rstands that the access is required in
Signature of Dean or Director	Print Name	Date
For documents owned by Admissions & Records: By signing below, the Dean of Enrollment Manageme access is required in order for the employee to carry o		proved, and understands that the
Signature of Dean of Enrollment Management	Print Name	Date
INFORM	MATION TECHNOLOGY USE ONLY	
User ID Assigned:	Created By:	Date: