

B2.Finance Security Access Request Form



Finance Security Access Request

Instructions:

1. Complete each field below **electronically** with the appropriate information
2. Save this form onto your computer for your records.
3. The completed form **MUST be scanned and emailed** as an attachment from the First Level Manager's Peralta Email account to access@peralta.edu.
4. Security access will be made pending review and approval by Peralta Finance Security Administration.

Employee's Information			
Employee Name:			
	Last Name	First Name	M.I.
Date of Birth:		*Employee ID#:	
	i.e. 1/1/2011		i.e. 12345678
Campus/Location:		Department:	
Job Title:		Phone #:	
Prompt Access: Yes No		Peralta Email Address: Yes No	
Peralta Email Address:		Other Email Address:	
Classification:		Status:	
If you are temporary, what is your projected end date?			
*The user must have a valid EMPLID/Student ID# to obtain a Peralta User Account.			
First Level Manager Approval			
Screens/Information Required:			
First Level Manager Name:			
First Level Manager Title:			
Peralta Email Address:		Employee ID#:	
			i.e. 12345678



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First Level Manager Approval: Yes No		Today's Date:	
		i.e. 1/1/2011	
Comments:			
<p>The above-named employee has been informed of, and accepts the responsibilities for, a complimentary computer account as a Passport user at the Peralta Community College District. He/she understands that this account is for use in administrative support. Any other uses of this account are strictly prohibited. He/she understands that improper or illegal use may result in the termination of his/her account and that he/she may be subjected to disciplinary action up to and including termination of employment. (Family Educational Rights to Privacy Act - FERPA).</p>			
Peralta Finance Security Administration Office Use Only			
Date Received:		Security Administration Approval:	Yes No
Approver Name:		Approver Title:	
Approver Signature:		Date:	
User Notified By:		Account Created By:	
Comments:			