

## Procedure 9.0311

### Information Technology Request for Access Procedure

This procedure covers the initial request for Colleague access and permissions and subsequent requests to add, modify or delete permissions for a user in the Colleague Computer Information System.

#### A. New User

1. A new Colleague user will submit a completed IT Request for Access form. The form can be found under the Forms repository on the Beaufort Community College website.
2. In addition to the required demographical information, as indicated at the top of the form, the new user will identify their job title indicating the security class of mnemonics to be assigned to that user.
3. Any deviation from the base line security class (the list of available mnemonics for that job title) would be indicated in the Colleague Mnemonics section of the form.
4. The New User would check the appropriate (New User) option in the Colleague Mnemonics box of the form and indicate if they require access to the Production Environment, Test Environment or both.
5. New users may also indicate a request for access to Active Directory (which will be automatically provisioned through the New Hire procedure) and Informer in the PLEASE CHECK REQUIRED COMPUTER SYSTEM ACCESS block on the form.
6. The form requires that the requesting user sign and date the form.
7. The form requires that the user's immediate supervisor sign and date the form.
8. The form requires the department's Vice President to sign and date the form.
9. The completed form will be delivered to the Colleague Systems Administrator for implementation.

#### B. Modify User

The IT request for access form should be completed per section A. Please check the Modify User option in the Colleague Mnemonics box of the form.

### References

**Legal References:** *Enter legal references here*

**SACSCOC References:** *Enter SACSCOC references here*

Procedure

**Cross References:** [Information Technology Policy](#)

**History**

**Senior Staff Review/Approval Dates:** 11/6/13, 9/19/2016

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *Enter date(s) here*

