

Napa Valley College Colleague New User Authorization

Last name:	First name:	Mid. Name:
Logon ID (Username)	Employee ID:	
Department:	Phone:	
Email Account		
<input type="checkbox"/> Classified <input type="checkbox"/> Full-time Faculty <input type="checkbox"/> Adjunct Faculty <input type="checkbox"/> Part-time/Hourly		
Position:		
What is the ending date for the position, if applicable: _____		

Security Classes requested (<i>example: ST.FA.INQUIRY</i>)	
CORE:	
ST:	
CF:	
HR:	
Other:	

OR Specific Mnemonics requested (<i>example: NAE</i>)									
CORE:									
ST:									
CF:									
HR:									
Other:									

Extras: File Import File Export QueryBuilder

Comments (<i>example: same access as Joe Smith</i>)		
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; border-right: 1px solid black; padding: 5px;">Authorized Signature :</td> <td style="padding: 5px;">Date:</td> </tr> </table>	Authorized Signature :	Date:
Authorized Signature :	Date:	

Accounts (databases) - circle: **TEST** **LIVE** **EDUC** Other: _____

For MIS use
Network Access completed (initials and date):
Set up in Colleague (initials and date):