South Florida Community College
Management Information Systems
User Profile Request

********To avoid delay in service this form **must** be received in MIS **5 working days** prior to date of hire********

MIS Use Only

Date Recvd:_____

User ID:_____

SFCC#: _____

Ext#: _____

Name (please print):_____Dept:_____ Position:_____
(last, first, initial)

Location (Bldg. & Room#):_____Date Requested:_____Date to be completed:_____

Dept. Head Name (please print):_____Dept. Head Signature:_____Date:_____

Dean/Director Name (please print):_____Dean/Director Signature:_____Date:_____

Access Request: (please check all that apply) [ ] **Network Access** [ ] **WEBExtender Access** (see box below) [ ] **Banner Access** (see box below) [ ] **Email** [ ] **Telephone – Add Ext. or Change Ext.** (circle one) (Incl. *Telephone Service Request Form* from College Info Forms Directory)

Finance

[ ] COST_ACCTG_MAINT
[ ] FIN_APRVL
[ ] FIN_APRVL_SEC
[ ] FIN_ENTITY_MAINT
[ ] FIN_ENTITY_QUERY
[ ] FIN_SEC
[ ] FIX_MAINT
[ ] FIX_REPORT
[ ] GA_QUERY
[ ] GA_TRANS_MAINT
[ ] GL_REPORT
[ ] GRANT_INQUIRY
[ ] GRANT_MAINT
[ ] GRANT_RPTS
[ ] INTERF_POST_MAINT
[ ] INVEST_MAINT
[ ] PAYROLL_QUERY
[ ] PURCH_MAINT
[ ] PURCH_QUERY
[ ] PURCH_REPORT
[ ] STORES_MAINT
[ ] YR_END_MAINT
[ ] SFCC_ACCOUNTING_EXEC
[ ] SFCC_AP_STAFF
[ ] SFCC_AP_SUPERVISOR
[ ] SFCC_BANK_RECONCILIATIO
[ ] SFCC_BUDGET_ADMIN_MAIN
[ ] SFCC_BUDGET_DEVELOPME
[ ] SFCC_BUDGET_QUERY
[ ] SFCC_CAMPUS_USER
[ ] SFCC_FINANCE_POSTING
[ ] SFCC_FIX_MAINT
[ ] SFCC_HR_BUDGET_MAINT
[ ] SFCC_PURCHASING_DIRECT
[ ] SFCC_PURCH_MAINT
[ ] SFCC_RECEIVING_REPORTS
[ ] SFCC_VENDOR_REPORTS

Finance Leader:_____

Date:_____

General

[ ] GENERAL_EVENTS_MAINT
[ ] GENERAL_EVENTS_QUERY
[ ] GENERAL_EVNT_GTV_MAINT
[ ] GEN_QUERY
[ ] LETTERS_MAINT
[ ] LETTERS_QUERY
[ ] NAVIGATION_QUERY
[ ] POPSEL_MAINT
[ ] POPSEL_QUERY
[ ] SFCC_ADDRESS_MAINT
[ ] SFCC_IRS_GENERAL_QUERY
[ ] SFCC_JOB_SUB_MAINT

Human Resources

[ ] HR_BASIC_MAINT
[ ] HR_BASIC_PTV_MAINT
[ ] HR_BASIC_PTV_QUERY
[ ] HR_BASIC_QUERY
[ ] HR_PAYROLL_MAINT
[ ] HR_PAYROLL_PTV_MAINT
[ ] HR_PAYROLL_PTV_QUERY
[ ] HR_PAYROLL_QUERY
[ ] HR_POSNCTL_MAINT
[ ] HR_POSNCTL_NTV_MAINT
[ ] HR_POSNCTL_NTV_QUERY
[ ] HR_POSNCTL_QUERY
[ ] SFCC_DIRECT_DEPOSIT_MAI
[ ] SFCC_FINANCE_PAYROLL
[ ] SFCC_HR_PAYROLL
[ ] SFCC_PAYROLL_MAINT

H/R Leader:_____

Date:_____

Financial Aid

[ ] FINAID_BASIC_QUERY
[ ] FINAID_DATA_MANAGER
[ ] FINAID_JOBSUB_MAINT
[ ] FINAID_MAINT
[ ] FINAID_QUERY
[ ] FINAID_STND_PROCS_MAINT
[ ] FINAID_USER_MAINT
[ ] SFCC_AR_FINAID_MAINT
[ ] SFCC_STU_FINAID_QUERY

F/A Leader:_____

Date:_____

Student

[ ] ACADEMIC_HISTORY_QUER
[ ] ADM_APPL_MAINT
[ ] ADM_APPL_QUERY
[ ] ADM_CONTROL_MAINT
[ ] ADM_EDICONTROL_MAINT
[ ] ADM_QUICKADMIT_MAINT
[ ] AHIST_COMMITTEES_MAINT
[ ] AHIST_CONTROL_MAINT
[ ] AHIST_EDICONTROL_MAINT
[ ] AHIST_GRADE_MAINT
[ ] AHIST_GRADUATION_MAINT
[ ] AHIST_IPEDS_MAINT
[ ] AHIST_NON_CRSE_MANT
[ ] AHIST_TRANSCRIPT_MAINT
[ ] AHIST_TRANSFER_MAINT
[ ] AHIST_TRANSFER_QUERY
[ ] APPOINTMENTS_MAINT
[ ] APPOINTMENTS_QUERY
[ ] CAPP_ADJUST_MAINT
[ ] CAPP_COMPLIANCE_QUERY
[ ] CAPP_INQUIRY_QUERY
[ ] CAPP_REQUIREMENTS_MAIN
[ ] CATALOG_MAINT
[ ] CATALOG_QUERY
[ ] COMM_PLANS_MAINT
[ ] COMM_PLANS_QUERY
[ ] CURRICULUM_MAINT
[ ] ED_BACKGROUND_MAINT
[ ] ED_BACKGROUND_QUERY
[ ] ENROLLMENT_VERIF_MAINT
[ ] FACULTY_CONTROL_MAINT
[ ] FACULTY_MAINT
[ ] FACULTY_QUERY
[ ] GENERAL_STUDENT_MAINT
[ ] GENERAL_STUDENT_QUERY
[ ] GEN_STU_CONTROL_MAINT
[ ] GEO_REGIONS_MAINT
[ ] HOLDS_MAINT
[ ] HOLDS_QUERY
[ ] HOUSING_QUERY
[ ] LOCATION_CONTROL_MAINT
[ ] PERSON_MAINT
[ ] PERSON_QUERY
[ ] RECRUIT_CONTROL_MAINT
[ ] RECRUIT_MAINT
[ ] RECRUIT_QUERY
[ ] REGISTRATION_MAINT
[ ] REGISTRATION_QUERY
[ ] REG_CONTROL_MAINT
[ ] REG_FEE_CONTROL_MAINT
[ ] REG_GRADE_ENTRY_MAINT
[ ] REG_GRADE_ENTRY_QUERY
[ ] SBGI_CONTROL_MAINT
[ ] SCHEDULE_MAINT
[ ] SCHEDULE_QUERY
[ ] SCHED_CONTROL_MAINT
[ ] SERVICES_MAINT
[ ] SERVICES_QUERY
[ ] SHARED_ALUM_MAINT
[ ] SHARED_VALID_MAINT
[ ] SHARED_VALID_QUERY
[ ] STUVOICE
[ ] STV_QUERY_
[ ] TAPE_LOAD_MAINT
[ ] SFCC_AR_STUDENT_MAINT
[ ] SFCC_AR_STUDENT_QUERY
[ ] SFCC_BACKGROUND_QUER
[ ] SFCC_CAPP_ADMIN_MAINT
[ ] SFCC_CAPP_ENTRY_MAINT
[ ] SFCC_FACULTY_QUERY
[ ] SFCC_FINANCE_STU_MAINT
[ ] SFCC_FIN_AID_STU_QUERY
[ ] SFCC_GRADE_ENTRY_MAINT
[ ] SFCC_HOLD_MAINT
[ ] SFCC_HR_ED_BACKGROUND
[ ] SFCC_HR_FACULTY_LOAD_M
[ ] SFCC_IRS_MISC_JOBS_MAIN
[ ] SFCC_IRS_STU_QUERY
[ ] SFCC_PERSON_QUERY
[ ] SFCC_REG_REPEAT_RULES
[ ] SFCC_SCHED_CONTROL_MA
[ ] SFCC_STU_AR_QUERY
[ ] SFCC_STU_FINAID_MAINT
[ ] SFCC_STU_INFO
[ ] SFCC_STU_JOB_MAINT
[ ] SFCC_STU_PERSON_QUERY
[ ] SFCC_STU_REGISTRATION_
[ ] SFCC_TESTING_MAINT

Student Leader:_____

Accounts Receivable

[ ] AR_CASHIER_MAINT
[ ] AR_DETC_AND_TTV_MAINT
[ ] AR_FINANCE_MAINT
[ ] AR_GEN_CONTROL_MAINT
[ ] AR_LOCKBOX_MAINT
[ ] AR_QUERY
[ ] AR_STUDENT_MAINT
[ ] AR_STU_CONTROL_MAINT
[ ] AR_STU_CONT_EXMPT_MAIN
[ ] AR_SUPERVISOR_MAINT
[ ] AR_STU_BILLING_MAINT
[ ] AR_STU_CONTROL_MAINT
[ ] AR_STU_CONT_EXMPT_MAIN
[ ] AR_SUPERVISOR_MAINT
[ ] SFCC_AR_FINANCE_FEED_M
[ ] SFCC_AR_MAINT
[ ] SFCC_AR_TAX_MAINT
[ ] SFCC_CASHIER_MAINT
[ ] SFCC_CENTER_CASHIER_M
[ ] SFCC_FINANCE_AR_QUERY
[ ] SFCC_FIN_AID_AR_QUERY
[ ] SFCC_STU_AR_MAINT

A/R Leader:_____

Date:_____

WEBExtender Access requires a "WEBExtender *User Access Request form*", completed and authorized by the Dean of Student Services. Forms are located in the Dean of Student Services Office.

Banner Access requires the appropriate classes to be checked and the signature of the appropriate team leader(s).

Date:_____

MIS USE ONLY

Signed & Dated: _____