

AVC Network Account/Phone Request

(This form is not for Banner account requests.)

- Administrative Staff
- Academic Faculty
- Classified
- Confidential/
- Adjunct Faculty
- Hourly
- Student

Please Print Clearly

User's Full Name (Including Middle Initial)	User's Telephone Extension	User Status
Job Title	Department/Division	<input type="checkbox"/> Name change <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> No longer employed

Add Delete

Network Account

Username: _____

Password: _____

Electronic Mail Account

Username: _____

Password: _____

List E-mail Groups Required, e.g., All_AVC:

Phone

Needs a new extension

Use this extension # _____ in office # _____

Current extension # _____ needs to be moved to office # _____

Notes

List Additional System Resources Required, e.g., G-Link, PC Products, SEP:

Add Delete

<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

User Acknowledgement: With my signature below, I acknowledge that I am aware of my responsibilities to protect the confidentiality of information regarding faculty, staff, students, and donors and agree to use information from the system for carrying out official duties and responsibilities of my position with the Antelope Valley College District. In addition, I understand that District policies provide for the imposition of sanctions for unauthorized use or dissemination of system information, ranging from a warning to restriction of use, to disciplinary action up to and including dismissal, as well as legal action. (Must be signed by user)

Employee Signature	Date
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Approval

Signature of Immediate Supervisor	Date
Notes:	

Access Effective Date:	Access Expiration Date (if applicable):
Information Technology Services Use Only	
Network access implemented by	Date
Phone access implemented by	Date