OnBase Account Request Form



INSTRUCTIONS:

- · Complete the User Information section.
- Have your supervisor complete the OnBase Access Request sections as applicable.
- Sign and date the form (user and supervisor)..
- · Send the request form to Information Technology.

Section 1 - USER INFORMATION		
	First Name:	MI: Phone:
Email Address:		
	o Title:	
the responsibility to maintain the rigl Rights and Privacy Act (FERPA). The state the policy regarding student to members of the faculty and staff w do have a responsibility to maintain established the following as director field of study, participation in offic members of athletic teams, dates recent previous public or private s be released without written conser	e transcripts of students at Mt. San Antonio hts to students particularly as outlined in the Fall e college catalog, schedule of classes and strecords at Mt. San Antonio College. Student reho have a legitimate need to know their content confidentiality. Under the terms of FERPA, Mt. ry information: student's name, community of rially recognized activities and sports, weigh of attendance, degrees and awards received chool attended by the student. All other infornt of the student. Grades, social security nurse released to anyone other than the student u	mily Educational udent handbook ecords are open s; however, you San Antonio has esidence, major t and height of , and the most mation may not nbers, ethnicity,
	ner system contains information protected by th can possibly result in criminal and civil penaltie	
User's Signature:	Date:	
OnBase User Account Instruction	ns:	
Enter your Banner ID and press the Tab key please contact your Supervisor or Manager	nd password to access the OnBase Enterprise (y on your keyboard to autofill your name. If you to request one. Once the OnBase account is a ministrator. Your OnBase user name and passw	do not have a valid username, ctivate or updated, you will be

Department Access and Levels

Section 2 - AUTHORIZATION

Please select the desired department document group and access level. **Std_User_View** level is the default access type for your department group. It provides View only access. **Scan_User_Create** level provides the ability to scan and view. **Proc_User_Modify** level provides the fore mentioned access as well as the ability to modify documents. **Mgr_Delete** level includes the fore mentioned access plus the ability to delete documents.

View and scan access for the requestor's department document group should be authorized by their manager/supervisor. Modify and delete access needs to be authorized by the Dean or Director for that group.

Any request for view, scan, modify or delete access outside the requestor's department must be authorized by the Dean or Department Director of that group.

To view Transcripts, as well as other general Admissions and Records documents, select the A&R_General_Doc_VIEW level. Your request MUST be authorized by the Dean of Enrollment Management.

Type of Access:

Authorized for OnBase:

The following classes require approval from the Department Supervisor or * Dean of Enrollment Management (for A&R_General_Doc_VIEW only)					
Add / Delete	Security Profile Description	Add / Delete	Security Profile Description	Add / Delete	Security Profile Description
	*A&R General Doc VIEW		CALWORK_Std User_View		NUR Std User View
	A&R_Std User_View		CALWORK_Scan_User_Create		NUR Scan User Create
	A&R Scan User Create		CALWORK_Proc User_Modify		NUR_Proc User_Modify
	A&R_Proc User_Modify		CALWORK_Mgr_Delete		NUR Mar Delete
	A&R_Mgr_Delete		DSPS_Std User_View		PAY Std User View
	ABE_Std User_View		DSPS_Scan_User_Create		PAY Scan User Create
	ABE Scan User Create		DSPS Proc User Modify		PAY Proc User Modify
	ABE_Proc User_Modify		DSPS_Mgr_Delete		PAY Mgr Delete
	ABE_Mgr_Delete		EOPS_Std User_View		SHC_Std User_View
	ARTIC_Std User_View		EOPS_Scan User_Create		SHC_ Scan_User_Create
	ARTIC_Scan User_Create		EOPS_Proc User_Modify		SHC_ Proc User_Modify
	ARTIC_Proc User_Modify		EOPS Mgr Delete		SHC_ Mgr_Delete
	ARTIC_Mgr_Delete		FA Std User View		SLO Std User View
	ASM_Std User_View		FA_Scan User_Create		SLO_Scan_User_Create
	ASM_Scan User_Create		FA_Proc User_Modify		SLO_Proc User_Modify
	ASM_Proc User_Modify		FA_Mgr_Delete		SLO_Mgr_Delete
	ASM Mgr Delete		HP_Std User_View		VETS Std User View
	BOT Std User View		HP_Scan User_Create		VETS_Scan_User_Create
	BOT_Scan_User_Create		HP_Proc User_Modify		VETS_Proc User_Modify
	BOT Proc User Modify		HP_Mgr_Delete		VETS_Mgr_Delete
	BOT_Mgr_Delete		IT Std User View		
	BPs WORKFLOW USER		IT Scan User Create		
			IT Proc User Modify		
			IT Mgr Delete		

Section 3 - AUTHORIZATION (continued)

By signing below, the supervisor certifies that the access requested is required to carry out the responsibilities of this employee's position and that the Information Technology department will be notified if the employee's duties change during the course of employment at the College.

Signature of Employee's Manager/Supervisor	Date Phone Ext.	Print Name	
Signature of Dean or Director	Date Phone Ext.	Print Name	

INFORMATION TECHNOLOGY USE ONLY

UserID Assigned:	 Created:	