



# Information Technology Software Application Access Form

Revised 03-03-16

This form is used by members of the Hartwick College community to request write/modify privileges on College supported software systems. Please complete sections I through IV, and bring this form to the Technology Resource Center, Clark 150. If you have any questions about completing this form, you may call ext. 4357. Please allow 5 days for your access to be created. Please PRINT or TYPE all information. Incomplete forms will be returned.

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## Section I

Please circle which program you require access to:

Connect Daily/Calendar

Blackboard Transaction

Symphony Security Cameras

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## Section II

Full Name: \_\_\_\_\_

Username: \_\_\_\_\_ Hartwick ID #: \_\_\_\_\_

Department Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Students: Dorm or Off Campus Address: \_\_\_\_\_

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## Section III

With receipt of an account on the system you agree to principles regarding responsible and acceptable use of these information and system resources. These include:

- Abiding by the provisions of the Hartwick College User Responsibilities and Acceptable Use Policy
- Abiding by the Hartwick College Security Cameras & Closed Circuit Television Policy (for camera access requests)
- Abiding by the policies and procedures established for use and access of the system including:
  1. Accessing and using only that information which pertains to your job responsibilities
  2. Maintaining the confidentiality of all College information you may access in the course of using the system
  3. To not change data or content without appropriate reason
  4. To not change data or content that is not within the purview of your position responsibilities
  5. To not enter or maintain system records pertaining to you or your relatives (e.g., spouse, children, parents, grandparents, siblings, in-laws, significant other, etc.)
- Abiding by the provisions of our software licenses, including maintaining confidentiality about the design, programming code, and structure of the software.
- Conserving system resources, that is, being judicious in use of system

I have read this document and the Hartwick College User Responsibilities and Acceptable Use Policy, and agree to abide by these, and any departmental or other applicable policies and procedures in my use of and access of information within Hartwick College's network. To the best of my knowledge and belief, all statements made in this application are complete and correct. I understand that falsification of any data requested on this application will be cause for automatic revocation of application rights if given.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## Section IV

The following section should be completed by the supervisor/department head of the person who is seeking access

Reason for login request or change: \_\_\_\_\_

Date that employee permissions should end: \_\_\_\_\_

Requester (Supervisor/Chair) Name (Print): \_\_\_\_\_

Requester (supervisor/chair) signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Blackboard Transaction Only:**

Module Access Needed: \_\_\_\_\_

Customer Access Needed: \_\_\_\_\_

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**For Calendar Only:**

Calendars Needed: \_\_\_\_\_

Resources Needed: \_\_\_\_\_

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**For Symphony Security Cameras only:**

Camera(s) employee should have access to: \_\_\_\_\_

Campus Safety Director Approval Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**The following is to be completed by Hartwick College IT:**

User ID Assigned/changed by: \_\_\_\_\_ Date: \_\_\_\_\_

User notified by: \_\_\_\_\_ Date: \_\_\_\_\_