

BROWARD COMMUNITY COLLEGE
BCC CID Operations Personnel Security Access Request Form
 (For Facilities, Finance/Purchasing, Personnel, Payroll, Registrar Department Users only)

A – User Information Fill out option: **A** Add

1 Full Name: _____ PID#: _____
 2 User ID: _____ 3 Department: _____
 4 Campus: Central Weston WHC North South Overseas Ctr. Pines Ctr. Miramar
 5 Location: (Bldg.#) _____ (Room#) _____ 6 Phone#: 954-201- _____ 7 Fax#: 954-201- _____
 8 Job Title/Position: Faculty Staff Part-Time Employee Outside Consultant

B – Facilities Access Approved Denied

GROUP: <input type="checkbox"/> CALENDAR	GROUP TITLE: Calendar Maintenance	GROUP: <input type="checkbox"/> INVENTORY	GROUP TITLE: Inventory Maintenance
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C – Finance/Purchasing Access Approved Denied

GROUP: <input type="checkbox"/> APAYSURP	GROUP TITLE: Accounts Payable Supervisor	GROUP: <input type="checkbox"/> APAYCLRK	GROUP TITLE: Accounts Payable Clerk
<input type="checkbox"/> APAYDISP	Accounts Payable Display Only	<input type="checkbox"/> ARECSUPR	Accounts Receivable Supervisor
<input type="checkbox"/> ARECCLRK	Accounts Receivable Clerk	<input type="checkbox"/> BOOKCLRK	Bookstore Clerk
<input type="checkbox"/> BOOKSUPV	Bookstore Supervisor	<input type="checkbox"/> CASHCOOR	Cashier Coordinator
<input type="checkbox"/> CASHIER	Cashier Office Clerk	<input type="checkbox"/> BUDGSURP	Budget Supervisor
<input type="checkbox"/> BUDGCLRK	Budget Clerk	<input type="checkbox"/> ACCTSURP	Accounting Supervisor
<input type="checkbox"/> ACCTCLRK	Accounting Clerk	<input type="checkbox"/> BANKCLRK	Bank Clerk
<input type="checkbox"/> PROPACCT	Property Accounting	<input type="checkbox"/> PROPCTRL	Property Control
<input type="checkbox"/> PURCHASE	Purchasing Personnel	<input type="checkbox"/> PURCHTBL	Purchasing Tables
<input type="checkbox"/> PURREC	Purchasing/Receiving Personnel	<input type="checkbox"/> PURDISPL	Purchasing Display Only
<input type="checkbox"/> PRECVDSP	Purchasing/Receiving Display Only	<input type="checkbox"/> COMPSUPR	Comptroller Supervisor
<input type="checkbox"/> COMPCLRK	Comptroller Clerk	<input type="checkbox"/> PROGRAMR	Programmer Access

D – Payroll Access Approved Denied

GROUP: <input type="checkbox"/> PAYSUPR	GROUP TITLE: Payroll Supervisor	GROUP: <input type="checkbox"/> PAYCLRK	GROUP TITLE: Payroll Clerk
<input type="checkbox"/> PAYINFO	Payroll View		

E – Personnel Operations Approved Denied

GROUP: <input type="checkbox"/> HRBENEFT	GROUP TITLE: HR Benefit Staff	GROUP: <input type="checkbox"/> HRCLERK	GROUP TITLE: HR Supervisor
<input type="checkbox"/> HRAPPRVL	HR Approvals	<input type="checkbox"/> HRBENEFT	HR Benefits
<input type="checkbox"/> HRCOOR	Personnel Coordinators	<input type="checkbox"/> HRINFO	HR Information
<input type="checkbox"/> HRPROCES	HR Processes	<input type="checkbox"/> HRRECRUT	Recruitment Dept
<input type="checkbox"/> HRDRCTOR	Personnel Operations Director	<input type="checkbox"/> PE-ALL	Director & IT only
<input type="checkbox"/> STAFFDEV	Staff Development	<input type="checkbox"/> PERAUDIT	Personnel Auditing Area
<input type="checkbox"/> A0322	Director of Personnel Operations		

F – Student Access – Registrar Personnel Approved Denied

GROUP: <input type="checkbox"/> ADMADMIN	GROUP TITLE: Admissions Administrator	GROUP: <input type="checkbox"/> ADMSUPVR	GROUP TITLE: Admissions Supervisor
<input type="checkbox"/> CDSPEC	Course Dictionary Specialist	<input type="checkbox"/> DAADMIN	Degree Audit Administrator
<input type="checkbox"/> HLDS-OVR	Maintain Holds & Overrides	<input type="checkbox"/> RGADMIN	Registration Administration
<input type="checkbox"/> RGSURVR	Registration Supervisor	<input type="checkbox"/> SRACAD	Student Records Academic History
<input type="checkbox"/> SRADM	Std Records Adm. & Reg. Specialist	<input type="checkbox"/> SRADMIN	Students Records Administrator
<input type="checkbox"/> SRENROL	Student Enrollment Certification	<input type="checkbox"/> SREVAL	Student Records Evaluators
<input type="checkbox"/> SRGRAD	Std Records Graduation Specialist	<input type="checkbox"/> SRINTADV	Student Records Int'l Advisor
<input type="checkbox"/> SRINTL	Int'l Student Records Coordinator	<input type="checkbox"/> SRNCACAD	Std Records Non-Credit Academic Hist
<input type="checkbox"/> SRTRANS	Student Records Transcript Specialist	<input type="checkbox"/> SRCOMMRO	Communications Requests
<input type="checkbox"/> SRINTVW	Int'l Student Records View Only	<input type="checkbox"/> TSTADMIN	Test Modifications Module
<input type="checkbox"/> LRCX	Learning Resource staff: Level 1, 2 or 3	<input type="checkbox"/> ASSCDEAN	Web Advising

SUPERVISOR SIGNATURE _____ Date: ___/___/___
 Authorized Supervisor Signature

CID DATA OWN USE ONLY

Finance Authorized Signature _____	Date _____	Personnel Operations Authorized Signature _____	Date _____
Student Authorized Signature _____	Date _____	Payroll Authorized Signature _____	Date _____
Facilities Authorized Signature _____	Date _____	Purchasing Authorized Signature _____	Date _____

Keep a copy of this form for your records, Send the completed and signed form to: Help Desk, DTC