

The following form can be filled out **Online**, printed for signatures, then mailed or faxed.

To fill out forms in Acrobat Reader:

- Select the “hand” tool.
- Click on a line or in a box and begin typing.
- Check boxes can be clicked on or off.
- To move from one editable area to the next, use the tab key.
- If you prefer, the “Highlight Fields” option can be selected to show the editable areas on the form, and the zoom tool in the browser can be used to enlarge the form view.
- When printing the form, start with page 2 of this PDF document.
- For best results, we recommend the latest version of Acrobat Reader.



Community Colleges of Spokane APPLICATION SECURITY FORM

Name _____ (Print) Last _____ First _____ MI _____ User SID _____

Phone _____ Mail stop _____ HP 3000 LOGON _____ Application LOGON _____
e.g., MAJSSC e.g., JONESM

Supervisor name _____ (Print) Last _____ First _____ MI _____ Supervisor SID _____

Phone _____ Mail stop _____ Department _____

Indicate only one employment type, home campus, account and application per form. Every Application Security Form requires a selection of one item from EACH of the four columns below. Forward the completed form to your **Home Campus** Security Coordinator.

Check one: Establish a **New Account** (Also complete a Confidentiality Statement Form CCS 1441) Change your **Existing Account**

Home Campus	Employment Type	Request Access to Account	Application	
<input type="checkbox"/> SCC	<input type="checkbox"/> Full time	<input type="checkbox"/> SCC (P171)	<input type="checkbox"/> Student Management System (SMS) <i>Campus CE • Degree Audit • halFILE (doc. imaging) • SMS Admissions Module</i>	<input type="checkbox"/> Job Scheduling
<input type="checkbox"/> SFCC	<input type="checkbox"/> Part time	<input type="checkbox"/> SFCC (P172)	<input type="checkbox"/> Financial Management System (FMS) <i>FMS Query</i>	<input type="checkbox"/> Payroll Personnel Mgmt System (PPMS)
<input type="checkbox"/> IEL	<input type="checkbox"/> Work-study	<input type="checkbox"/> IEL (P172)	<input type="checkbox"/> Customer Accounts / Cashiering (CA)	<input type="checkbox"/> Fixed Asset Equipment Module (FAE)
<input type="checkbox"/> District	<input type="checkbox"/> Intern	<input type="checkbox"/> District (P170)		<input type="checkbox"/> Financial Aid Management (FAM)
<input type="checkbox"/> District	<input type="checkbox"/> Volunteer			

SCREEN ID	SCREEN TITLE	MENU PAGE NUM.	USER ACCESS LEVEL
ZX0221	SEC 3000 TERMINAL LOCKUP	1	0

SCREEN ID	SCREEN TITLE	MENU PAGE NUM.	USER ACCESS LEVEL

USER ACCESS LEVELS	
HP 3000 Applications	SCC halFILE
0 = View and search 1 = Change and view 2 = Add, change, view 3 = Add, change, view and delete	0 = View and search 1 = Scan and view 2 = Scan, view and index 3 = Setup, scan, view and index

See the CCS Intranet Application Security page at:
<http://ccsnet.ccs.spokane.edu/information-systems---telecom/custom-pages/HP3000-Application-Security.aspx>
 for information on how to complete this form. Sign and date the completed form and send it to your **home campus** security representative.
 You MUST have a signed **Confidentiality Statement** on file to be granted system access. If you have not completed one, fill out **Form CCS 1441** and send it forward with this form.
NOTE: All accesses require TWO security coordinator signatures. PPMS requires HRO and Business Office signatures. SMS access for ISxxxx and CMxxxx screens above level 0 require District approval. Contact your campus security coordinator for more information.

Send this form to your Home Campus Security Representative:
FMS, FAE & CA: Security Coordinator (MS 1006)
PPMS: HRO, Security Coordinator (MS 1004) and Business Office, Security Coordinator (MS 1006)
SCC: Security Coordinator (MS 2151)
SCC Fin. Aid: Security Coordinator (MS 2152)
SCC halFile: Security Coordinator (MS 2151)
SFCC: Security Coordinator (MS 3011)
SFCC Fin. Aid: Security Coordinator (MS 3172)
IEL: Security Coordinator, Campus CE (MS 3027)
SMS (ISxxxx and CMxxxx screens with access levels greater than 0): Security Coordinator (MS 1003)

Signatures _____ **Date** _____

User _____

Supervisor _____

Security authorization _____

Security authorization _____

Security authorization _____

Security authorization _____