



EMPLOYEE INFORMATION

NAME:	
DEPARTMENT:	
POSITION TITLE:	
PHONE #:	
BUTTE ID#:	

Classified
 Faculty
 Student
 Other
 New Account
 Modify Existing Account

(Back office Only) Do you plan to meet with students via zoom? If yes check this box

Specific access requested. Choose **one** role per department.

SARS Location:
 User Role
 SARS Messages Access

Account Holder's Signature:

Dean or Dept. Director's Signature:

User Agreement

I acknowledge, that I, the user (not the Butte Community College District {BCCD}), am responsible for the legal consequences (including any and all California and United States statutes) due to misuse of facilities provided by or through the BCCD.

I understand that computer accounts are issued by BCCD only to meet specifically stated needs and are not to be otherwise used. I understand that use of BCCD's computing resources for commercial purposes or private financial gain is not an authorized use. I agree: (1) to respect the rights of privacy, the property rights (including trade secret, licenses, confidentiality, or other proprietary agreements), and the copyrights of data and computer software belonging to others.

(2) to not pry into privileged system files or programs: (3) to comply with federal and state statutes and BCCD policies regarding access to BCCD data and to not release such data without proper authorization; (4) to take appropriate steps to safeguard my access codes/passwords so as to protect against unauthorized use by others of this account and to notify Information Systems of suspected unauthorized use: (5) to respect the rights of all other users of the system and to not knowingly use computer services in anyway which is disruptive or damaging to the system or any other users: (6) to not make unauthorized use of this account and to not knowingly grant use of this account for unauthorized purposes.

Sharing use of your account is strictly prohibited.

I understand that BCCD does not warrant the quality, functionality, or performance of the resources made available by the use of this account to meet my particular purposes or use and that I bear the risk of loss or damages arising there from. I understand that misuse of this account; abuse of the system, or other violation of this agreement by myself or by an individual to whom I have permitted use of this account can result in loss of computing privileges, disciplinary action, and legal action. Please note that dependent upon the particular resource to be used, it may be necessary to sign nondisclosure or similar statements as required by the terms of the vendor's contract or licensing agreement.

Signature: _____

Date: _____

Please email this form to: UserSupportServices@butte.edu

SARS Access Information and User Roles

Options	Front Office (Student Assistant or Scheduler)	Back Office (Counselor/Someone with "My Grid")	Admin – Stu Services (Power User within Department)	Inquiry/Reports/Research (Someone Outside Department)	Department Manager (Dean, Director, or Supervisor)
Location	Specify Department/Location As Appropriate				
The Grid	Yes	Yes	Yes	No	Yes
Access All Schedules	Yes	Yes	Yes	No	Yes
Change Historical Data	Yes	No	Yes	No	Yes
Change Schedule Codes	Yes	Yes	Yes	No	Yes
Schedule Appointments	Yes	Yes	Yes	No	Yes
Drop-Ins	Yes	Yes	Yes	No	Yes
Access	Yes	Yes	Yes	No	Yes
Add	Yes	Yes	Yes	No	Yes
Change Comments	Yes	Yes	Yes	No	Yes
Change Configuration	No	No	Yes	No	Yes
Change Reason Codes	Yes	Yes	Yes	No	Yes
Delete	Yes	Yes	Yes	No	Yes
Reports	No	No	Yes	Yes	Yes
Operational and Table	Yes	Yes	Yes	Yes	Yes
System administration, Statistical and eAdvising	Yes	Yes	Yes	Yes	Yes
My Grid	No	Yes	Yes	No	Yes
Access	No	Yes	Yes	No	Yes
Change Historical Data	No	Yes	Yes	No	Yes
Change Reason Codes	No	Yes	Yes	No	Yes
Record Attendance	No	Yes	Yes	No	Yes
Schedule Appointments	No	Yes	Yes	No	Yes
Notepad	No	Yes	No	No	Yes
Access	No	Yes	No	No	Yes
Add	No	Yes	No	No	Yes
Delete Any Notes	No	No	No	No	Yes
Delete My Notes	No	Yes	No	No	Yes
View Private Notes	No	No	No	No	Yes
Miscellaneous	Yes	Yes	Yes	Yes	Yes
Access Additional Info.	Yes	Yes	Yes	No	Yes
Add Master Schedules to the Grid	No	No	Yes	No	Yes
eAdvising	No	No	No	No	No
Maintain Master Schedules	No	No	Yes	No	Yes
Student Maintenance	No	No	Yes	No	Yes
View Appt Comments	Yes	Yes	Yes	No	Yes
View Appt Reasons	Yes	Yes	Yes	Yes	Yes
View Early Alerts	No	No	No	No	No
View Student History	Yes	Yes	Yes	Yes	Yes
SARS Admin	No	No	No	No	No
Access	No	No	Yes	No	No
Location Configuration	No	No	Yes	No	Yes
Short Names	No	No	No	No	No
User Names	No	No	No	No	No