

# SoftDocs Access Form

Date:

Clear Form

## Employee Information

Name

Department

Position Title

Phone

Butte College ID

New Account    Modify Existing Account

### Select One:

Classified

Faculty

Student

Other

Specific access requested:

Department	<input type="text"/>	Access Level:	<input type="checkbox"/> Read Only	<input type="checkbox"/> Editor
Department	<input type="text"/>	Access Level:	<input type="checkbox"/> Read Only	<input type="checkbox"/> Editor
Department	<input type="text"/>	Access Level:	<input type="checkbox"/> Read Only	<input type="checkbox"/> Editor
Department	<input type="text"/>	Access Level:	<input type="checkbox"/> Read Only	<input type="checkbox"/> Editor
Department	<input type="text"/>	Access Level:	<input type="checkbox"/> Read Only	<input type="checkbox"/> Editor

Account Holder's Signature: \_\_\_\_\_ Print Name \_\_\_\_\_

Dean or Dept. Director's Signature: \_\_\_\_\_ Print Name \_\_\_\_\_

Content Department Signature: \_\_\_\_\_ Print Name \_\_\_\_\_

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USS and IT-S to Complete

USS Request #

Login ID

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## Butte College SoftDocs Access Form

### 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: \_\_\_\_\_

Print Name: \_\_\_\_\_