



College Request Form

Full Name: _____

Agency Name: _____

External Authentication Key (myVCCS ID): _____

Agency Code: _____

Start Date: _____

EMPL ID: _____

Select Request:

Access	Removal
People Admin:	
List Dept/s for access	
College HR	Finance
Comp/Class HR	Hiring Manager
Credentialing	Search Committee
Department Head	President
Dean	Data Ops <small>(NVCC only)</small>
PA Analytics Data <small>(limited licenses available)</small>	<u>Notes:</u>
Avature:	
College HR	Benefits
Manager	College Payroll
I-9 Review/Approver	Training
IT Department	Financial Aid
Avature Agency Dataset (Email Distribution List):	
Onboarding Initial Announcement	College HR
Offboarding Initial Announcement	I-9
Benefits Admin	Training Admin
Applicant Insight <small>(College HR only)</small>	<u>Additional Information:</u>
Sharepoint Shared Services (Buzz Site) <small>(College HR only)</small>	