

# Non-Employee Access (NEA) Request Form

## Personal Information

Name: \_\_\_\_\_  
 (No nicknames) Last First Middle Initial

Address \_\_\_\_\_  
 Street Address Apartment/Unit #

City State Zip Code

Phone Number \_\_\_\_\_  Cell  Home

Birthdate (Month/Day/Year) \_\_\_\_\_  Female  Male  Non-Binary

LRCCD ID (Employee/Student) \_\_\_\_\_ Last 4 SSN/Government ID \_\_\_\_\_

## Job Information

NEA Job Title: \_\_\_\_\_

Campus/Location: \_\_\_\_\_ Department: \_\_\_\_\_

Responsible Manager: \_\_\_\_\_ Manager's Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_

## Access Information

Access Request:  Create (has never had an NEA)  Renew (has had an NEA – LRCCD ID required)  
 Terminate (has an active NEA – LRCCD ID required) NEA Termination Date: \_\_\_\_\_  
 (If Termination, skip down to Authorization. Responsible Manager or ISO can approve.)

NEA Type  Adjunct Between Assignments  Advisor/Counselor  Accreditation/Auditor  
 Consultant/Contractor/Vendor  Emeriti  FDIP Intern  
 Intern/Volunteer (unpaid)  MOU (CSUS, JPA, etc)  Other \_\_\_\_\_

NEA Term Dates (not to exceed 1 year): Start \_\_\_\_\_ End \_\_\_\_\_

Reason for Request:  Canvas  E-Mail  Student Records  Other \_\_\_\_\_

## Authorization

**LRCCD Responsible Manager Affirmation and Authorization:** I understand that I am requesting access for the non-employee on this form. I confirmed this individual needs access to provide services to LRCCD. I will immediately notify my Information Security Officer (ISO), if misuse is suspected and/or when the requested access is no longer required.

Responsible Manager: \_\_\_\_\_  
 (Route completed form to ISO) Print Name Signature Extension Date

Authorized NEA Approver \_\_\_\_\_  
 (Campus/DO ISO or Backup) Print Name Signature Extension Date

E-mail completed & ISO-authorized form to [NEAAccess@losrios.edu](mailto:NEAAccess@losrios.edu) (Responsible Manager will receive login information.)

Processed by (DO IT Only): \_\_\_\_\_ Date Completed: \_\_\_\_\_

Notes: