TOUCHNET ACCESS SECURITY REQUEST TREASURER'S OFFICE 843-953-5572

This Access Security form must be used to add a user, modify user access, or remove user access to the TouchNet system. If the new request is associated with an employee leaving the position, please complete the REMOVE ACCESS section at the bottom of this form. Access to TouchNet is restricted to College employees only.

REQUEST TYPE (CHECK ALL THAT APPLY):	NEW REQUEST MERCHANT ID CHANGE REMOVE ACCESS	
TOUCHNET ACCOUNT/MERCHANT NAME (LIST ALL	THAT APPLY)	
AUTHORIZED SIGNATURE	DATE	
PRINTED NAMENEW	TITLE REQUEST/MODIFY ACCESS (EXISTING ACCOUNT)	
EMPLOYEE NAME	BANNER ID	
COFC EMAIL ADDRESS	DEPARTMENT	
TITLE	CAMPUS PHONE	
	attend the Data Security Course before I am issued ed to fully comply with the College of Charleston's o	
Signature		
	REMOVE ACCESS FOR USER	
NAME OF EMPLOYEE	BANNER ID	
REASON (I.E. NO LONGER WITH COLLEGE OR DEPA	RTMENT, ETC.) TREASURER'S USE ONLY	
APPROVED BY:	DATE	
DDOCECCED BY	DATE	