



California State University, Chico

Astra Schedule Access Security Form

Name: _____ PS EMPL ID: _____

Phone: _____ Email: _____

Dept.: _____ Campus Zip: _____

Supervisor's Name: _____

Check appropriate boxes

New Account

Effective (employee start date): _____

Change Account Access

What type of access do you need? Schedule Classes Schedule Events View Only
(Describe below)

Describe access needs (be as specific as possible):

California Government Code, Section 8314, prohibits state employees from using state buildings, facilities, equipment, and computers for personal advantage or for an endeavor not related to state business. **If such a use results in a gain or advantage to the employee or a loss to the state for which a monetary value can be estimated, the employee may be liable for a civil penalty not to exceed \$1,000 for each day on which a violation occurs, plus three times the value of the unlawful use.**

Checking this box indicates that you have read and agree with the above statement. Failure to check this box will negate your security approval.

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____

Please send form to APSS **Zip: 0720** **OR** Email: apss@csuchico.edu

For internal use only—Astra Schedule Security Form		
Date Received:	Astra Schedule Role(s):	User Login/Password:
Comments:		