



# Copier Access Request Form

## Requirements for Access:

- 1. Must have a cost center with 5710-15 or 5750-15 activated.

Branch \_\_\_\_\_

Department \_\_\_\_\_

Group \_\_\_\_\_

Title \_\_\_\_\_

User Name\* \_\_\_\_\_

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Phone \_\_\_\_\_ Extension \_\_\_\_\_

Email \_\_\_\_\_

Key Code \_\_\_\_\_ Copier(s)\*\* \_\_\_\_\_

Location\*\*\* \_\_\_\_\_

Address \_\_\_\_\_

Mail Code \_\_\_\_\_ Floor/Room \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\* The user name you log into your computer with.

\*\* See page 2 for list of copiers - enter copiers separated by commas

\*\*\* List only one location - users can print to all copiers via secure print.

**\*\* Please Do Not Print and Scan This Form \*\***

Complete This Digital Form in Acrobat and click the "Submit" button.

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_

# Copier Numbers and Locations

#	Type	Site	Location
2	SCCOE	Educator Prep	1st Floor South
3	SCCOE	Special Ed	3rd Floor South
6	SCCOE	Sups Office	2nd Floor South
8	SCCOE	Print Services	1st Floor South
9	SCCOE	Special Ed	3rd Floor South
10	SCCOE	HR Personnel Commision	2nd Floor South
12	SCCOE	Head Start	3rd Floor South
15	SCCOE	Warehouse	1st Floor South
16	SCCOE	Public Affairs	1st Floor South
18	SCCOE	Migrant ED	3rd Floor North
20	SCCOE	2nd Floor South	2nd Floor South
21	SCCOE	Payroll	3rd Floor North
22	SCCOE	HR	2nd Floor South
23	SCCOE	Curriculum and Instruction	2nd Floor North
24	SCCOE	General Services	1st Floor North
26	SCCOE	TSB	2nd Floor North
27	SCCOE	Head Start	3rd Floor South
34	SCCOE	DBAS	3rd Floor North
35	SCCOE	Business Services Admin	3rd Floor North
36	SCCOE	Makerspace	1st Floor South
37	SCCOE	Lesley King	2nd Floor North
38	SCCOE	Alt Ed	3rd Floor South
39	SCCOE	SELPA	2nd Floor South
40	SCCOE	HR Employment Services	2nd Floor South
41	SCCOE	Payroll	3rd Floor North
42	SCCOE	DataZone	2nd Floor North
43	SCCOE	HR Administration	2nd Floor North

66	Offsite	Leyva School	P 2
67	Offsite	Osborne	Office
68	Offsite	Blue Ridge	School Office
70	Offsite	Connect West	Room 1
71	Offsite	Sunol Community	Staff Work Room
73	Offsite	Sunol Community	Student Center
75	Offsite	Sunol Community	Office
76	Offsite	Monticello	Office
77	Offsite	Foothill Annex School	Office
78	Offsite	Seven Trees Classrooms	Office
79	Offsite	Norwood Creek School	Room 25
80	Offsite	Snell State Pre-School	Office
81	Offsite	Santa Teresa High	Room 808
82	Offsite	Santa Teresa Elem	
83	Offsite	Laurelwood School	Room 6 Podd
84	Offsite	Leigh High School	Room 88
86	Offsite	McCollam School	Office
87	Offsite	Dartmouth School	Room 714
88	Offsite	Seven Trees	
90	Offsite	Gateway School	Office
91	Offsite	Chandler Tripp ESP Intake	Office/Intake
92	Offsite	Chandler Tripp	Office
93	Offsite	Chandler Tripp	Work Room
97	Offsite	Osborne School	Office
98	Offsite	Orchard School	Room 36A
99	Offsite	Toyon School	Room 25
100	Offsite	Ann Darling	

#	Type	Site	Location
50	Offsite	Baldwin Elem School	P 8
52	Offsite	Campbell Comm. School	B22
54	Offsite	Milpitas High School	P 21
55	Offsite	SCCOE POST SENIOR	Classroom
57	Offsite	Cassell School	C1
58	Offsite	Marlatt Cluster	Room G
59	Offsite	Hester School	Break Room
60	Offsite	Hester School	Office
61	Offsite	Walden West Center	
62	Offsite	Independence High School	P 22
63	Offsite	Parkway	Room 11
64	Offsite	Oster Hearing Center	Office
65	Offsite	Oster Hearing Center	Break Room

## Instructions For Using This Form

This form must be downloaded to your computer and opened in Adobe Acrobat Pro or Reader. This form cannot be processed while displaying in a web browser.