County of San Bernardino
Department of Behavioral Health

Authorization for Internet Access Procedure

Effective Date 9/18/06
Approval Date 9/18/06

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Purpose To provide guidelines for staff on how to obtain Internet access.

Procedure Follow the procedure below to request and obtain Internet access:

Role	Responsibility
Employee	• Email request for Internet Access to immediate supervisor • Email should include the following information: ➢ Name of Employee ➢ Employee Number ➢ Program/Clinic Name ➢ Cost Center Number ➢ Justification (e.g., the secretary is responsible for accessing Federal and State websites for updates to bulletins, memos, and letters for the Deputy Director and other Administrative Services staff and needs regular access to the internet)
Supervisor	• Ensure all information on email request is correct • If Supervisor agrees with request, forward email to Program Manager • If Supervisor does not agree with request, notify employee of non approval
Program Manager	• If Program Manager approves request ➢ Type "approved" on the email ➢ Type Program Manager's name, title and phone number ➢ Forward the email to Computer Services ➢ If request is not approved, notify Supervisor
Computer Services	The Information Technology Business Applications Manager or designee will review/approve request and contact ISD Helpdesk for account activation.
ISD Helpdesk	The ISD Helpdesk will contact the employee when access to internet is established and provide them with their User ID and Password for internet authorization.