FACULTY/STAFF

Integrated Information Technology Services
Network ID – *Change of Access* – Request Form

Please print in blue or black ink legibly. Your form will be returned if it is unreadable or in any other color.
Please return this form to the Computer Help Desk, x-3115, Room 378 in the basement of the Library. Rev. 5/07

Name: First | MI | Last Today's Date: Month / Day / Year

Division/Department: _____ Building: _____ Room #: _____ Phone #: _____

Account Network/Netware ID: _____

I am: ☐ Faculty ☐ Adjunct Faculty ☐ Staff Exempt ☐ Staff Non-Exempt (e.g. SCT) ☐ Visiting Faculty
☐ Work Study ☐ Student Intern ☐ Guest ☐ Contract _____ ☐ _____

Computer Type:
Configuration: ☐ Desktop ☐ Laptop
Operating System: ☐ Windows 2000 ☐ Windows XP (Pro) ☐ Windows VISTA ☐ Macintosh OS _____ ☐ Other: _____

Please Note:
IITS only Supports these Operating Systems.
Vista Support is not yet available.

*Mandatory:
User Signature: _____

Mandatory: Current Special Access Requirements : (To be filled out by Head of School, Division or Department)
Does user require access to their CURRENT School's, Division's or Department's Folder? ☐ Yes ☐ No
If Yes, Which School, Division or Department Folder? _____
Any Other Special Access Requirements? _____

*Mandatory: (If above access still required)
Head of School, Division or Department Signature: _____

Optional: New or Additional Special Access Requirements : (To be filled out by Head of School, Division or Department)
Does user require access to their NEW School's, Division's or Department's Folder? ☐ Yes ☐ No
If Yes, Which School, Division or Department Folder? _____
Any Other Special Access Requirements? _____

*Mandatory: (If additional access required)
Head of School, Division or Department Signature: _____

Please Note: At least 2 signatures are required for all forms. Form will be returned if all Mandatory info above is not present.

OFFICE USE ONLY:
Login ID: _____ Standard Group Memberships: ☐Everyone ☐Genesis ☐Printing ☐Intranet
Special Group Memberships Removed: _____
Special Group Memberships Added: _____
Helpdesk Received: __/__/____ Networking Received: __/__/____ Completed: __/__/____