FACULTY/STAFF

Integrated Information Technology Services
Network ID 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 L115 in the basement of the Library. Rev. 1/11

Name: First | MI | Last

Today's Date: Month / Day / Year

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

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

User Signature: _____

Special Access Requirements : (To be filled out by Head of Division or Department)

Does user require access to their Division's or Department's Folder? ☐ Yes ☐ No

If Yes, Which Division or Department Folder? _____

Any Other Special Access Requirements? _____

Head of Division or Department Signature: _____

Please note: Two signatures are required for <u>all</u> forms – User and Division Head. Form will be returned if both are not present.

OFFICE USE ONLY:

Login ID: _____ Standard Group Memberships: ☐Everyone ☐Printing

Special Group Memberships: _____

Helpdesk Received: __/__/____ Networking Received: __/__/____ Completed: __/__/_____

User ID: _____

Password: _____

Date Created: _____

This is your new username and password.

Please be aware that this is a ***default password*** that will ***expire*** and needs to be changed after your ***first successful log-in***.

Please call the Computer Help Desk at x-3115 to schedule an appointment or for help changing your password

<u>Notes</u>: You will be asked to change your password every 6 months. The system will notify you when your password has expired.
Once a Password has been used, it cannot be reused due to security restrictions in the system.
This User Login ID will work on Your Office, Library Public Area, and Computer Lab Computers.
Also, this account is required for Wireless Authentication.
For your security, do not share your account and password with anyone.