FACULTY/STAFF

Integrated Information Technology Services
Network ID Request Form

Please print legibly. **Your form will be returned if it is unreadable**. Please return this form to the Computer Help Desk, ext. 3115, Room 378 in the basement of the Library. Rev. 9/04

Name: First | MI | Last Date: Month / Day / Year

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

I am: ☐ Staff Exempt ☐ Staff Non-Exempt (e.g. SCT) ☐ Faculty ☐ Other_____

Computer Type:

Configuration: ☐ Desktop ☐ Laptop

Please Note:
Novell does not support Client Installations for Windows Me and Windows XP Home.

Operating System: ☐ Windows 3.11 ☐ Windows 95 ☐ Windows 98
☐ Windows NT ☐ Windows 2000 ☐ Windows XP (Pro)
☐ Macintosh OS __ ☐ Other: _____

User Signature: _____

Does user require access to their Division Folder? ☐ Yes ☐ No

Which Division Folder? _____

Division Head Signature: _____

Please note: Two signatures are required – User and Division Head.

OFFICE USE ONLY:

Login ID: _____ **Standard Group Memberships**: ☐**Everyone** ☐**Genesis** ☐**Printing** ☐**Intranet**

Special Group Memberships: _____

User ID: _____

Password: _____

Date Created: _____

This is your new Novell login ID 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 x3115 to schedule an appointment or for help changing your password

Note: You will be asked to change your password every 6 months.
Once a Password has been used, it cannot be reused due to security restrictions in the system.