**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 L118 in the basement of the Library.

**Rev. 1/11**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Division/Department:</th>
<th>Building:</th>
<th>Room #:</th>
<th>Phone #:</th>
</tr>
</thead>
</table>

| Username: | |

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

**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  ☐ Printing
- Special Group Memberships Removed: ____________________________
- Special Group Memberships Added: ____________________________
- Helpdesk Received: / /  
- Networking Received: / /  
- Completed: / /