# 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.  

<table>
<thead>
<tr>
<th>Name:</th>
<th>First</th>
<th>MI</th>
<th>Last</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td>Month</td>
<td>Day</td>
<td>Year</td>
</tr>
</tbody>
</table>

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

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 all 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: ____________________________  
This is your new username and password.

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

Date Created: ______________________  

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

**Notes:** 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.