



# Account Request Form

Use this form to request new accounts or access to departmental file shares. Return the completed form to the Helpdesk or your GeoTeam Consultant.

Faculty    Staff    Student

## Faculty/Staff/Student Information:

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Department: \_\_\_\_\_ Building: \_\_\_\_\_ Room: \_\_\_\_\_ Phone: \_\_\_\_\_

SSU PeopleSoft (EMPL) ID #: \_\_\_\_\_

### New Accounts Needed:



Office Email



Domain



Voicemail

### Specific Domain & File Share Access: (This requires specific Administrator Approval)

It is important that this information be accurate. Contact your GeoTeam Consultant or Helpdesk Representative for help, if you have any questions. x4-4357

#### User Name

Example: smithj

\_\_\_\_\_

#### Folder Name(s)

Example: \\ssu-5\IT\UWS\SharedData

\_\_\_\_\_

\_\_\_\_\_

#### Type of Access

Read Only    Modify

Read Only    Modify

**Please sign below acknowledging that you have read and understand the following. By signing you are agreeing to these terms and conditions:**

- Whenever possible, IT will make a reasonable effort to restore damaged or missing files. However, IT will not be responsible for any damaged, deleted or missing files that may result from providing student access to departmental file shares.
- Administrators: Please notify the IT Helpdesk immediately if a student/staff leaves or is terminated from the position.
- If the IT department determines that a staff or student's account is being used for anything other than legitimate University business or is compromised in any way, IT reserves the right to terminate the account without prior notice to the department.

This access is for my use in performing my job duties and responsibilities. I agree that **my username and password will not be shared**, and that I am responsible for any accesses logged against my username. I understand that any misuse will result in the revocation of my access without notice.

Appropriate Administrator (please print) \_\_\_\_\_

Appropriate Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_