

East Texas Baptist University Network Accounts

Please check one:

FULL TIME STAFF

FULL TIME FACULTY

ADJUNCT FACULTY (Term _____)

PART TIME STAFF

STUDENT WKR

OTHER _____

Start Date: _____

Person replacing: _____

Last Name (Print) _____

First Name – (that you commonly go by) _____

Middle Initial _____

Building/Office Number _____

Phone Extension _____

Temporary Password – all lowercase
Minimum 8 characters

Department _____

Director/Dept. Chair Signature _____

Supervisor Phone Ext _____

* Your "**username**" is the first initial of your first name added to your last name (all lowercase) unless notified otherwise.
(Example: Ann Marks = amarks)

* Your email address is your username@etbu.edu

By signing below, I acknowledge that I have read the "ETBU Computer Network Policies, Procedures, and Regulations" available at:

<http://www.etbu.edu/it/legal/policies-procedures>

and received and read the "Computer Information For New Employees" sheet and certify that I will, to the best of my knowledge and intent, abide by those regulations. I understand that any account assigned to me is for my use only and that **my password is not to be given to other individuals**. I also understand that unauthorized use of any username other than my own may be a violation of Texas State criminal law and that **any unauthorized use will result in the loss of computing privileges and possible disciplinary action or legal prosecution**.

New Employee Signature _____

Date _____

alt email address: _____

cell phone #: _____

I.T. Use Only: I

Info _____

L/D code _____

Email Acct _____

Domain Acct _____

Phone: _____

V-mail _____

POISE _____

Outlook _____

CCID _____

AA cleared _____

iPad: ETBU #: _____ Model: _____

Serial #: _____ Name: _____

1) Barry _____

2) Danna _____

3) Glenn _____

4) IT Tech _____

Assigned Username _____

Date Received _____

Poise User name: _____