

ETBU - NETWORK ACCOUNT

Please check one:

FULL TIME STAFF

FULL TIME FACULTY

ADJUNCT FACULTY (Term _____)

PART TIME STAFF

STUDENT WKR

Grad Asst: _____

Start Date: _____ Person replacing: _____

Last Name (Print)

First Name – (that you commonly go by)

Middle Initial

Building/Office Number

Phone Extension

Temporary Password –
Minimum 8 characters (all lowercase)

Department

Director/Dept. Chair Signature

Supervisor Phone Ext

**** IT will assign your username and contact you. Your ETBU email address will be your username@etbu.edu Ex: Username- jdoe Email address would be- jdoe@etbu.edu**

By signing below, I acknowledge that I have read the "ETBU Computer Network Policies, Procedures, and Regulations" available at www.etbu.edu/it/legal/policies-procedures and received and read the "Computer Information For New Employees" sheet available at www.etbu.edu/it/forms and certify that I will, to the best of my knowledge and intent, abide by those regulations and guidelines. 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: Initial as completed

L/D code _____	Phone _____	Outlook _____	Docs Updated _____	1) Barry _____
Email Acct _____	V-mail _____	PC Name Chg _____		2) Danna _____
Domain Acct _____	POISE _____	PW Force Chg _____		3) Glenn _____
				4) Tech _____

Assigned Username: _____

Date Received _____

Poise User name: _____

AA emailed _____

CampusConnect ID: _____

AA cleared _____

Computer Name: _____ ETBU # _____