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

_____
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	_____

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: _____

Poise User name: _____

CampusConnect ID:_____

Computer Name: _____   ETBU # _____

Date Received _____

AA emailed _____

AA cleared _____