ETBU - NETWORK ACCOUNT

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 –
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: _____

Poise User name: _____

CampusConnect ID:_____

Computer Name: _____ ETBU # _____

Date Received _____

AA emailed _____

AA cleared _____