ETBU - NETWORK ACCOUNT

Please check one:

FULL TIME STAFF　　　　**FULL TIME FACULTY**　　　　**STUDENT WKR**

PART TIME STAFF　　　　**ADJUNCT FACULTY (Term_____)**　　　　**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

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** 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/about-etbu/campus-offices/institutional-technology/legal*** 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*

Email Acct _____	Phone _____	Outlook _____	Docs Updated _____	1) Barry_____
Domain Acct _____	V-mail _____	PC Name Chg _____	Raiser _____	2) Mara _____
Zoom _____	POISE _____	PW Force Chg _____	PW _____	3) Lauren _____
				4) Tech _____

Assigned Username: _____

Poise User name: _____

CampusConnect ID:_____

Computer Name: _____　　ETBU # _____

Date Received _____

AA emailed _____

AA cleared _____