

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

**** 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) Dan _____
Domain Acct _____	V-mail _____	PC Name Chg _____	Raiser _____	2) Mara _____
Zoom _____	POISE _____	PW Force Chg _____	PW _____	3) Lauren _____
				4) Tech _____

Assigned Username: _____

Date Received _____

Poise User name: _____

AA emailed _____

CampusConnect ID: _____

AA cleared _____

Computer Name: _____ ETBU # _____