

### Faculty/Staff Computer Account

### Application

New Account  Change Account

Current or previous student, applicant, employee, donor or vendor

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name (Last, First, MI): | | | |  | | | | | | | | | | | Date of Application: | | | |  | |
| Title: |  | | | | | | | | | | | Department: | | | |  | | | | |
| Bldg./Room: | |  | | | | | | Eastern ID (on ID card): | | | | | | \*\* | | | | | |
| Full time: | |  | Part time: | | | |  | | Temporary: | |  | | If yes, the contract end date: | | | | |  | | |
| Phone Ext: | |  | | | | Is this number a: New Shared Reused | | | | | | | | | | | Voice Mail  Yes  No | | | |
| **Computer Account:**  Yes  No  (Required for PC login) | | | | | | | | | | **Email address:**  Yes  No | | | | | | | | | | |
| Other network resource: | | | | |  | | | | | | | | | | | | | | | |
| Reason for Change: | | | | | |  | | | | | | | | | | | | | | |

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| --- | --- | --- | --- | --- |
| My signature below indicates that I hereby agree to abide by the articles of the Eastern Connecticut State University Policy on Computer use. I understand that a copy of the Policy can be obtained from the ITS Office, Science Building Room 520 or from the following ECSU web page:  <https://easternct.makekb.com/entry/233/> | | | | |
| **Applicant Signature**: |  | | **Date**: |  |
| **Note: Please print, sign, scan and email this form to ITAcctReq@easternct.edu**. The account and password information will be emailed to your department representative indicated below: | | | | |
| Administrative Assistant/ Department Secretary  responsible for forwarding this information to applicant. | | @easternct.edu | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | Department Head Signature: |  | |
|  | | Department Head Printed Name: | |  |
| **For Department account only**: | |
| Department Common folder:  Yes  No | |  | | |
| Captive account:  Yes  No | |  | | |
| If yes, list of PC names: |  |  | | |

**\*\*Do not submit this form without an Eastern ID.**

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| To apply for a **WEB Publishing Account**, please go to the ECSU web page to obtain  a WEB Publishing Authorization form.  <https://easternct.makekb.com/entry/239/> |

# \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* ITS Use Only \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

ITS Signature: Date: Account Created:

Note: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_