



RIT Computer Account Request

Please return this form to the ITS Service Desk in the Frank E. Gannett Building, room 1113, or fax it to 475-7884 Questions? Call us at 475-4357 (voice) or 475-2810 (tty)

Section I – Required Information (Please Print)

Name: _____
(First) (MI) (Last)

University ID Number: _____

Department/Division: _____ Building/Room: _____ Phone: _____

Job Title: _____

Section II – Action Requested

Username (max 20 characters. No symbols, no spaces): _____

- Username Required**
- Creation/Activation
 - Deletion Reason: _____ Date required: _____
 - Name/Ownership Change (accounts)
From Name: _____ To Name: _____
 - Access Requests (e.g. fileshare access): _____

Section III – Department Information

Department Number: _____

Account type (check all that applies):

- Faculty (Adjunct)
- Staff
- Finance & Administration



If the following account types are selected, you must complete info on the right

- Contract Employee
- Student Employee
- Department*
- Authentication Only*
- Vendor*
- Other* _____

Acct Sponsor UID: _____

Expiration Date: _____

This account requires:

- Email Web space
- VPN access File Exchanger access

*Supply reason for account: _____

Section IV – Authorization

I will comply with the policies of Rochester Institute of Technology and Information & Technology Services as outlined in the RIT Code of Conduct for Computer and Network Use.

Print Name of Requestor Requestor's Signature Date

I approve this request, the assignment of computing resources, as well as any necessary charges to the above account.

Print Name of Department Head Department Head's Signature Date



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Instructions:

This form is used to request a new account, or to modify an existing account on computer systems managed by Information & Technology Services. Completed forms can be sent to or dropped off at the ITS HelpDesk (7B-1113), or faxed to the ITS HelpDesk at 475-7884 (FAX number only).

Completely fill out Sections I and IV. Please refer to instructions below for each section, or call the ITS HelpDesk at 475-4357 (voice) or 475-2810 (TTY) for more information.

Section I - Required Information

The information requested is for the person who will be using the account (or who is requesting the account, if this is a department or authentication only account). If the account owner will not have his/her own University ID number (e.g. setting up an account for a vendor), leave the UID field blank and make sure to enter a sponsor UID in Section III of this form.

Section II – Action Requested

Check (x) the box for the desired action. Provide any additional information corresponding to the box you choose.

Username Supply the username (8 char max) or userid to be acted against

Addition/Activation A new account will be created or an existing account re-activated.

Deletion

Reason Indicate one of the following, **Transfer**, **Left Institute**, or **Account no longer needed**. For transfers, a two-week expiration date is set or in some cases the account is renamed to correspond with the new department; an immediate deletion takes place otherwise.

Name/Ownership Change

From and To Name If a person's name has changed, please supply the former and current name to aid in the change of the account.

Access Requests

Resources to grant access to. Budget Authority must be authorized to grant/request access (Files shares, Exchange Resources, etc...)

Section III – Department Information

Department Number

The 5-digit number corresponding to the department requesting the account.

Classification (Account Type)

Faculty Persons whose prime RIT responsibility is teaching credit courses or special courses under the auspices of one of the colleges; those who hold faculty rank (Instructor, Assistant Professor, Associate Professor, or Professor) but are not currently teaching; Educational Development Faculty and Adjunct Faculty.

Staff Any non-faculty (exempt or non-exempt) RIT employee.

F&A Persons requiring an additional user account for use in the FINANCE Computer Domain—selecting this box *must* accompany selection of another account type (Staff, Student Employee, etc...)

Contract Employee

Student Employee Accounts created for student employees as defined under section 2.02 of the *Student Employee Supervisors' Handbook*. This includes the four categories: regular student employee, academic direct hires, on-campus co-op employees, and graduate assistants. Unless otherwise specified, these accounts (and any associated FINANCE account) will be set to expire one year from the creation date.

Department Accounts created for facilitating departmental business. For example, a department account may contain the web site files for a department. The ultimate responsibility of a department account resides with the department head.

Authentication Only Accounts created for access to the RIT Wireless Network only, and do not have email or other additional access.

Vendor

Other Accounts created for individuals who are neither students nor employees of RIT. This includes temporary or contract employees or vendors. Unless otherwise specified, these accounts will be set to expire one year from the creation date.

Section IV - Authorization

Account creations and modifications require a requester's and the Department Head's signature. Account deletions require only the signature of the Department Head.