



# RIT Computer Account Request

Please return this form to the ITS HelpDesk 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: \_\_\_\_\_ 00 – \_\_\_\_\_

Department/Division: \_\_\_\_\_ Building: \_\_\_\_\_ Phone: \_\_\_\_\_

## Section II – Department Information (Required for New Accounts)

Department Number: \_\_\_\_\_

Account type:

- Faculty ( Adjunct)
- Staff
- Department
- Authentication Only (no email/web)



<input type="checkbox"/> Student Employee	Acct Sponsor UID: _____ 00 _____
<input type="checkbox"/> Contract Employee	Expiration Date: ____ / ____ / ____
<input type="checkbox"/> Vendor	This account requires:
<input type="checkbox"/> Other _____	<input type="checkbox"/> Email <input type="checkbox"/> Web space
	<input type="checkbox"/> VPN access <input type="checkbox"/> File Exchanger access

This account requires access to the following fileshare(s): \_\_\_\_\_

## Section III – Modifications/Deletions

Username \_\_\_\_\_

Username Required

Deletion Reason: \_\_\_\_\_ Date required: \_\_\_\_\_

Requestor: \_\_\_\_\_ Phone: \_\_\_\_\_

Quota Change for  Gibson (Web space)  File Service  Email

Change quota from: \_\_\_\_\_ to \_\_\_\_\_ Reason for increase: \_\_\_\_\_

Note: Some quota changes may require a chargeback to the requestor's department or division.

Name/Ownership Change (accounts) or Administrator Change (file services)

From Name: \_\_\_\_\_ To Name: \_\_\_\_\_

## 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, as well as any necessary charges to the above account.

_____	_____	_____
Print Name of Budget Authority	Budget Authority 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 II of this form.

## Section II - New Accounts

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

### Department Number

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

## Section III - Modification/Deletion

Supply the username or userid to be modified or deleted and check (x) the box for the desired action. Provide any additional information corresponding to the box you choose.

### Deletion

Reason	Indicate one of the following, <b>Transfer</b> , <b>Left Institute</b> , or <b>Account no longer needed</b> . 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.
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### Quota Change

Increase from...to	Enter the current amount of quota and the amount requested (20MB to 40MB, for example)
Reason	Because quota increases consume resources, requests must be accompanied by appropriate explanations of needs.

### 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.

## 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.