

Section I – Required Information (Please Print)

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

University ID Number: _____

Building/Room: _____ Phone: _____

Department/Division: _____

Job Title: _____

Section II – Action Requested (If desired action isn't listed, contact the Service Desk)

Create New Account Username requested: _____ (max 20 characters, alphanumeric only)
 Preferred display name: _____

Access Requests (e.g. file shares, printers, shared mailbox):

*If requesting file share access, please indicate what level (per share): Read Only / Read & Write

Expire Existing Account Username to Expire: _____ Date Required: _____

Section III – Account Information (Required for Account Creations)

Department Number: _____

Account type requested (select one):

- Faculty Employed by RIT
- Staff Employed by RIT



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

- Affiliate (Visiting Scholar, Temp Employee, Vendor*)
- Student Employee
- Department/Shared Mailbox*
- 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

Instructions

This form is used to request a new account, or to modify an existing account on computer systems managed by Information and Technology Services (ITS). Completed forms can be delivered to or dropped off at the ITS Service Desk (GAN-1113) or faxed to the ITS Service Desk 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 Service Desk at 475-4357 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.

University ID Identity to be acted upon in account creation.

Section II - Action Requested

Select the desired action. Provide any additional information corresponding to the action you choose.

Create New Account New account creation using supplied username.

Username Supply the username (20 char max) to use for the account.

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.

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

Section III - Account Information

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

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.

Affiliate*

Any person who's not an employee of RIT who needs a RIT Computer Account with access to email, file shares, etc. This account type REQUIRES a UID for the individual. Often used for contractors, or those working under an employment agency, this is not designed for software vendors or test account.

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.

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.

Other*

Accounts created for individuals who are neither students nor employees of RIT. This should be used for vendors. These account type CAN NOT receive email access. Also known as Authentication Only Accts.

*Expiration These accounts have a max expiration of 1 year and are eligible for renewal.

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.