

INFORMATION TECHNOLOGY ACCOUNT REQUEST FORM

DIRECTIONS:

Employee Accounts: Please return completed form to Human Resources located in Boyden Hall, Room 103.

All Other Accounts: Please return completed form to User Account Coordinator, Information Technology Division, Boyden Hall, Room 015.

FULL NAME	
TITLE	
DEPARTMENT	
PHONE	
START DATE	
END DATE	

PLEASE SELECT ROLE AT BSU	HUMAN RESOURCES USE ONLY					
EMPLOYEES		Date Received	Effective Date of Employment	End Date	Banner ID	HR Initials & Date
FACULTY (Full-Time)						
FACULTY (Part-Time)						
STAFF (Full-Time)						
STAFF (Hourly)						
SUPERVISOR APPROVAL (BSU DEPARTMENT, PERSON, OR ADVISOR)						
OTHER ROLES		Start Date	End Date	Supervisor Signature	Department	Approval Date
AFFILIATE						
GENERIC/SERVICE						
CLUB						
CONTRACTOR						
Other						

TYPE OF REQUEST	
NEW ACCOUNT	
STUDENT To STAFF/FACULTY	
OTHER	

TYPE OF ACCOUNT(S) NEEDED	
BSU User Account (Network/Domain Access)	
EMAIL (Outlook Mail)	
WEBHOST(Personal Web Space)	

COMMENTS/NOTES

AGREEMENT: I have read and understand [BSU Security Procedures](#), [BSU Responsible Use of Information Technology](#) and [BSU Electronic Mail Policy](#); I understand that I am responsible for any computing activity carried out using this account. I agree to comply with the conditions of the policies listed above.

Applicant Signature: _____ **Date:** _____