

Student Worker / GA Account Request



All SW and GA accounts expire by semester. You need to contact the Helpdesk x2555 or itsupport@bridgew.edu each semester to renew these accounts.

Student worker accounts have read and write access to the Community folder of your departmental drive (G: drive) by default. GA accounts have read and write access to the entire departmental drive, but only Community folder on Academic Departments. If your student worker or GA leaves employment, please contact the Helpdesk immediately, so we can disable this account and protect your data.

Please return completed account request forms to the **User Account Coordinator, Information Technology Division, 015 Boyden Hall** or fax them to **508.531.1774**

Faculty or Staff Requester: _____ Department: _____
Date of Request: _____ Semester required: _____
Account type: GA / SW (**circle one**)

Please list the student's **existing** user accounts below—we require the first part of the student's email address. For example, if the student email is j3smith@bridgew.edu, we require the j3smith be listed.

Will these students be working normal business hours (7am-6pm). If not, please provide the times they will be working. The SW accounts will only be allowed log in access during this time. If no times are listed, we will assume the above hours.

To mitigate security issues, please list the computer names these students will be using. SW accounts will only be allowed to log into the computers you list below (REQUIRED).

By signing this request, you agree to be responsible for any activity originating from this account.

Signature of Requester

Name of Department Head (print)

Signature of Department Head

Information Technology Use Only:

Date Created: _____ Account Created by: _____

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