

Computer Account Request Form

ETSU Information Technology Services

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 Johnson City, Tennessee 37614
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This section for use by Information Technology Services

Application Number	_____
Applicant Name	_____
Date Received	_____

Section 1. Personal Information.

To process your request, all information in this section must be completed. Please print or type. Requests on behalf of guests should be filled out by a regular, full-time ETSU employee.

Name _____
 [last] [first] [middle]

E Number	_____	School / College	_____
Phone Number	_____	Department / Office	_____
Campus Box Number	_____	Office Building & Room	_____
Supervisor	_____	Index Number	_____

Faculty Staff Adjunct Faculty
 Graduate Student Undergraduate Student
 ETSU Physicians and Associates (MEAC) other: _____

I am not paid through ETSU Payroll.
 New Employee: start date - ____/____/____ Temporary Employee: end of contract - ____/____/____

Section 2. Account requests. Check all that apply.

- I am requesting that an ETSU domain/e-mail account be created for my personal use.
- I have changed my legal name, notified Human Resources (94457) of the change, and I want my personal account to reflect this change.
- I am a (former) student now employed by ETSU and I am requesting that my student account be changed to a faculty/staff account.
NOTE: Student workers, tuition scholars and graduate assistants are not eligible for a faculty/staff account.
- I am requesting that a login account with the username _____ be created for use by our department/organization.
NOTE: Departmental accounts can only be requested by regular, full-time employees. Student organizations need the signature of the faculty advisor.
- I am requesting a shared e-mail address of _____.
 Its display name should be _____.
NOTE: Please list the usernames of those who need access to the mailbox down in Section 4 of this form.
- I am requesting that a Solaris operating system account with the name _____ be created on the following list of servers.
 server(s): _____.
- I am requesting access to the following Redcap server:
 - redcap.etsu.edu (CIIDI)
 - etsuredcap.etsu.edu IRB Protocol # _____.
 - etsuredcap-h.etsu.edu IRB Protocol # _____.
 - This is for a non-ETSU user. Email Address _____.

Section 3. Resource requests. Check all that apply.

- I am requesting a PIN for university-related long distance telephone calls and related charges billed to the budget number in section 1.
- I am requesting permission to modify the web site located at http://_____.
- I am requesting access to the following network folder(s): _____.
NOTE: Please list the drive letters, if applicable, as well as folder names.

Section 4. Other requests

- I have an alternate request:

I agree to abide by the Information Technology Services Code of Ethics, found at <http://www.etsu.edu/its/policies/code-of-ethics.aspx> and further agree that accessing ETSU computing resources and using my assigned user identification and/or password gives ETSU permission to review, by any method it deems appropriate, any and all material I store on any system owned, operated and/or maintained by ETSU in order to protect the integrity and security of the system.

signature of applicant	date	signature of department head, budget supervisor or faculty advisor	date	printed name of department head, budget supervisor or faculty advisor
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All signatures, printed names and dates are required.
 Faxed versions of this form will not be accepted.