



Account Request Form

Use this form to request new accounts or access to departmental file shares. Return the completed form to the IT Help Desk in Schulz 1000.

- Faculty / Staff Student Assistant (Requires proper department affiliation)
- Student Sponsored Guest (Requires signed authorization letter)

Name: _____ Job Title: _____

Department: _____ Building: _____ Room: _____ Phone: _____

Employee ID #: _____ User Name: _____

Supervisor: _____ Supervisor's Phone: _____

New Accounts Needed:

Office Email - Provide Name Below

Desired Name: _____

Web Account - Fill Out Web Section Below

Box Account

File Share Access

Computer State Tag # (ssu-alpha Only): _____

Other - Specify: _____

Specific Domain, File Share, or Box Access Information:

It is important that this information is accurate. Contact your GeoTeam Consultant or Help Desk Representative for assistance.

Folder Name(s)

Example: \\ssu-beta\IT\UWS\SharedData or \\BOX\IT\SharedData

Type of Access

- Read Only Modify
- Read Only Modify

Web Request Type:

Request Access to Existing Directory - Provide URL: _____

Request New Directory

Individual (Personal or Course Pages)

Department or Program/School - Desired Folder Name: _____

Sign below to acknowledge that you have read and understand the following and agree to these terms and conditions:

File Share:

- Administrators: Please notify your GeoTeam Consultant/Help Desk Representative immediately if a student/staff leaves or is terminated from the position.
- If the IT department determines that a staff or student's account is being used for anything other than legitimate University business or is compromised in any way, IT reserves the right to terminate the account without prior notice to the department.

Web Account:

- All campus web servers are for web publishing purposes only, and not to be used as file servers or additional personal or departmental storage.
- You must own or have the legal right to use all files you store in your web directory.
- The account issued to you is for your use only, and you are responsible for all files in your directory.
- All SSU websites must adhere to the Sonoma State University Web Policy.

This access is for my use in performing my job duties and responsibilities. I agree that **my username and password will not be shared**, and that I am responsible for any accesses logged against my username. I understand that any misuse will result in the revocation of my access without notice.

Appropriate Administrator (Print): _____

Appropriate Administrator Signature: _____ Date: _____

User Signature: _____ Date: _____