

EMAIL / NETWORK ID

**PLEASE FILL OUT ON COMPUTER**

Opening Account

Closing Account

Department: \_\_\_\_\_ Date: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

ID Number: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

What is your seminary ext. (4-digit, calls directly to you, not to your office/secretary)? \_\_\_\_\_

Is this user replacing another? If so, whom? \_\_\_\_\_

Date of previous user's last day: \_\_\_\_\_

What sbts.edu email accounts need to be forwarded to this user's account? \_\_\_\_\_

User ID will be first initial middle initial last name – ex. John Walter Doe > jwdoe

Email Address: \_\_\_\_\_@sbts.edu

We will provide you a password. You will be required to change your password at first logon. Your password must consist of 3 of the following: Capital letter, lowercase letters, number, and symbol. The password must be at least 7 characters. Example: 1John316

Include this user in the following email distribution list:

- Staff (Salaried)
- Faculty
- Offices (Hourly)
- Other \_\_\_\_\_

Print Name of Authorizing Supervisor: \_\_\_\_\_

Signature of Authorizing Supervisor: \_\_\_\_\_

<b>For Campus Technology Use Only</b>	
Received: _____	
Completed: _____	Addr _____ AD _____ CM _____ UN _____
Password: _____	Gmail: _____ OU: _____
Notified Date: _____	All Mailboxes: _____ Apps: _____ IP Phone: _____
	CE: _____ Comp. Repl.: _____