

EMAIL / NETWORK ID

PLEASE FILL OUT ON COMPUTER

Department: _____ Start/End Date: _____

First Name: _____ Middle Name: _____ Last Name: _____

ID Number: _____ Preferred Name: _____

Position Title: _____ Office Location: _____

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

If this account is to be closed, please fill out the following:

Closing Account

Did this user have Google Docs? Yes No

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

If this account is to be opened or needs a name/position change, please fill out the following:

Opening Account

Name/Position Change

Date of previous user's last day: _____

Is this user replacing another? If so, whom? _____

User ID be should be first initial, last name – ex. John Walter Doe > jdoe 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 letters, lower case letters, numbers, or symbols. The password must be at least 8 characters and cannot contain your name (Example: 1John316)

This information will be used for the time clock and appropriate email distribution:

Staff (Salaried)

Full-Time

Faculty

Offices (Hourly)

Part-Time

Other _____

Print Name of Authorizing Supervisor: _____

Signature of Authorizing Supervisor: _____ Date: _____

For Campus Technology Use Only

Info Login: _____

Received: _____

Email Address: _____@sbts.edu

Completed: _____

ADDR _____ AD _____ CM _____ VMD _____ Grouper _____

Password: _____

Gmail: _____ OU: _____

Notify Date: _____

All Mailboxes: _____ EX User: _____ Apps: _____ IP Phone: _____

Notified: _____

CE: _____ 911: _____ SF: _____