Staff Network and E-mail Account Request Form

Bankstreet College of Education

Please call the Helpdesk at X4642 with any questions about this form. Your account will be ready within 72 hours of filling out this form. **Bank Street Employee accounts will be active throughout the duration of employment. All other accounts, such as adjuncts, temps, hourlies, consultants, interns, etc) will automatically expire within 6 months of date of account creation.** Extensions must be approved by the direct supervisor.

Last Name: First Name: Middle Initial:

Title: Department: Location:

Last (4) four digits of your Social Security Number (used to generate a password for your account):

❒ Faculty/Staff ❒ Adjunct ❒ Consultant ❒ Temp ❒Other:_____

Account information will be sent via interoffice mail. If you prefer it to be emailed, please provide an alternate Email that can be used: _____

Agreement Policy*

Available on the web at: http://bankstreet.edu/information-technology/policies/

I have read and understood the Bank Street College Acceptable Use Policy Agreement.
By signing this form, I agree to abide by the rules, policies, and regulations set forth in this agreement.

Signature: **Date:**

*Violation of these policies may lead to loss of privileges, disciplinary action, or more serious legal penalties.

We require the use of "strong passwords" that are longer than six characters and contain letters, numbers, special characters and case changes. Remember that using your birth date, name, or other common information makes your account an easy target for hackers. We require that you change your Email password every 90 days; network passwords routinely expire.

Please return to your supervisor who will provide the following:

1. Do you need any access to Shared Directories/files on the network? If yes, please list:

2. Do you need to be included in any G-Mail distribution list? If yes, please list them:

3. Do you need a CARS account? If so, please fill out additional form: CARS USER ACCESS FORM.

4. Telephone Setup (Please have your supervisor e-mail helpdesk@bankstreet.edu for details):
   - ❒ I need a new telephone set up in a new location:
     ❒ Single phone ❒Multi Phone ❒Additional Extensions _____
   - ❒ I need to replace an existing extension with new staff information:
     Extension: Location:
   - ❒ I do not need any telephone setup.

Supervisor: **Supervisor signature:**

HR signoff: **Date:**

Office Use:
Login Name:
Initial Password:
Prepared by:
Date:

Account Setup:
❒ Create Novell account
❒ Novell Groups & Disk space
❒ Create Gmail account
❒ Distribution list (Staff, Dept, Floor)
❒ Print & Send Documentation

Database Setup
❒ Enter user info to HD Inventory
❒ Open call to complete phone setup

Telephone Setup
❒ Created Voicemail x _____
❒ Add User name to Display
❒ Add user to Staff list & Staff Dist.
❒ Assign Long Distance Pin code: ____

HR Updates
❒ Update E-mail address in CARS
❒ Update Phone list