

Denison University

Information Technology Services

- **Students:** & Sections ONLY.
- **Faculty/Staff:** & Sections ONLY.
- **Other accounts:** & Sections ONLY.

APPLICATION FOR NETWORK SERVICES

User Profile Section (please print)

General Information of Applicant		Students
Full Name _____		Class Year _____ Slayter Box# _____
Email address (on campus, if exists) _____		Student ID# _____
		Status: New _____ Returning _____
Faculty/Staff		
Department _____	Please check an item below that best describes you. <input type="checkbox"/> new employee: (start date: __/__/__) <input type="checkbox"/> moved to a different department: (start date: __/__/__) <input type="checkbox"/> existing employee who will now have access to a computer. <input type="checkbox"/> existing employee who is adding/changing account(s).	
Supervisor/Chair _____		
Office Location Description: _____		
Office phone extension _____		
Faculty & staff immediate family / Organization / Retiree / Emeritus / Other		
Home Address: _____		Phone _____
Please explain affiliation with University (Organization name, relationship to employee, etc...)		
Signature of Authorization _____ Name: (please print) _____		
(*Authorization for Family, Retiree/Emeritus accounts are NOT required)		
<ul style="list-style-type: none"> • Guest accounts must be authorized by the associated department's supervisor. • If organization, please attach list of users for this account along with authorization of administrator. • WARNING: Denison's systems have access to information unsuitable for children. Children under 12 must be accompanied by an adult at all times. 		

Network Access Profile Section (please print)

Network Server Accounts	Initial Password for all mentioned accounts.
<ul style="list-style-type: none"> • Use letters below to designate desired action. (A=add; R=remove; C=change) ___ Email ___ WebMail Gateway (for mobile email users) ___ Campus LAN (Novell) - No Organizations Permitted. ___ Web Page Services ___ Science Research in Chem/GIS/Mathsci (UNIX) ----- ___ BANNER Administrative ___ FOCUS Administrative Reporting ___ Other: _____ 	<p>Please print initial password below:</p> <p>_____</p> <p>(Students: Password will be Student ID#.)</p> <ul style="list-style-type: none"> • You will be asked by the system to change the password the first time you login. • Password must be at least 6 characters • Please make all passwords as complex as possible. No common words or names. • Never post the password where others can read it. (i.e. Monitor, Desk, etc...)
Description of desired changes (please describe desired action for items labeled "C" above)	
<p>_____</p> <p>_____</p>	
Department Supervisor/Chair of Applicant (Please answer the following questions)	
<ol style="list-style-type: none"> 1. Is applicant replacing someone in your department? If so, whom? _____ 2. What actions are authorized on the files residing in the person(s) account listed in question #1? <ol style="list-style-type: none"> a. ___ Delete all files in all accounts related to this individual. b. ___ Retain and transfer all files in all accounts (except email) to _____'s account(s). 	

