

# Denison University

## Computing Services

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

### APPLICATION FOR NETWORK SERVICES

#### User Profile Section (please print)

<b>General Information of Applicant</b>		<b>Students</b>
Full Name _____		Class Year _____ Slayter Box# _____
Email address (on campus, if exists) _____		Student ID# _____
		Status: New _____ Returning _____
<b>Faculty/Staff</b>		
Department _____	Please check an item below that best describes you. ___ new employee: (start date: ___/___/___) ___ moved to a different department: (start date: ___/___/___) ___ existing employee who will now have access to a computer. ___ existing employee who is adding/changing account(s).	
Supervisor/Chair _____		
Office Location Description: _____		
Office phone extension _____		
<b>Faculty &amp; staff immediate family / Organization / Retiree / Emeritus / Other</b>		
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"> <li>• Guest accounts must be authorized by the associated department's supervisor.</li> <li>• If organization, please attach list of users for this account along with authorization of administrator.</li> <li>• <b>WARNING:</b> Denison's systems have access to information unsuitable for children. Children under 12 must be accompanied by an adult at all times.</li> </ul>		

#### Network Access Profile Section (please print)

<b>Network Server Accounts</b>	<b>Initial Password for all mentioned accounts.</b>
<ul style="list-style-type: none"> <li>• Use letters below to designate desired action. (A=add; R=remove; C=change)</li> <li>___ Email</li> <li>___ WebMail Gateway (for mobile email users)</li> <li>___ Campus LAN (Novell) - No Organizations Permitted.</li> <li>___ Web Page Services</li> <li>___ Science Research in Chem/GIS/Mathsci (UNIX)</li> <li>-----</li> <li>___ BANNER Administrative</li> <li>___ FOCUS Administrative Reporting</li> <li>___ Other: _____</li> </ul>	Please print initial password below: _____ <b>(Students: Password will be Student ID#.)</b> <ul style="list-style-type: none"> <li>• You will be asked by the system to change the password the first time you login.</li> <li>• Password must be at least 6 characters</li> <li>• Please make all passwords as complex as possible. <b>No common words or names.</b></li> <li>• Never post the password where others can read it. (i.e. Monitor, Desk, etc...)</li> </ul>
<b>Description of desired changes (please describe desired action for items labeled "C" above)</b>	
_____ _____ _____	
<b>Department Supervisor/Chair of Applicant (Please answer the following questions)</b>	
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? 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).	

