

Bank Street College Staff Network and E-mail Account Request Form



Please call the Helpdesk at X4642 with any questions about this form. Your account will be ready within one week of filling out this form completely. Please stop by Room 703 or call X4642 to **arrange for pickup of your login ID, password, and documentation.**

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

Department: _____ Division: _____ Location: _____

Last (4) four digits of your Social Security Number: _____
(This will be used to generate the initial password to your e-mail account.)

Faculty/Staff Student Assistant Temp

Please ask your supervisor for the following:

1. Do you need any access to Directories or Shared files on the network? If yes, please list: _____
2. Do you need to be included in any GroupWise 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: _____

Agreement Policy*

Available on the web at: <http://www.bankstreet.edu/cis2/acceptableuse.html>

**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.

Office Use:

Login Name: _____

Initial Password: _____

Prepared by: _____

Date: _____

Account Setup:

- Create Novell account
 - Novell Groups
 - Home directory Disk
- Create GW account
 - Distribution list (Staff, Dept and Floor)
 - GW Archive Delete Inhibit
- Print & Send Documentation
- Enter user info into Guardian

Database Setup

- Enter user info to HD Inventory
- Open call to verify user cpt inventory
- Open call to complete phone setup

Telephone Setup

- Created Voicemail x _____
- Add User name to Display
- Add user to Staff list
- Add to Staff Distribution
- Assign Long Distance Pin code: _____