



# Network Account Form

Information Technology  
(910)-272-3566

**Upon approval from the Board of Trustees, the supervisor should complete this form and submit it to Information Technology**

# IT

Information Technology

**\*\* Please allow 48-72 hours for processing \*\***

**Account:**       Add New User       Update Existing User       Delete User – Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### A computer account(s) will be assigned to:

<b>Employee Name:</b>	<b>Title:</b>	<b>Datatel No.:</b>
<b>Employment Status:</b> <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<b>Accounts:</b> <input type="checkbox"/> Datatel Colleague <input type="checkbox"/> MyRCC Portal/Web Advisor	
<b>Employee Group:</b> <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Adjunct	<input type="checkbox"/> Eprocurement <input type="checkbox"/> Outlook	

**Department: (required – select only one box)**

<input type="checkbox"/> Business Office	<input type="checkbox"/> Grants	<input type="checkbox"/> Basic Skills	<input type="checkbox"/> Library	<input type="checkbox"/> BioAg
<input type="checkbox"/> Personnel	<input type="checkbox"/> Campus Safety	<input type="checkbox"/> Student Services	<input type="checkbox"/> Graphic Arts	<input type="checkbox"/> Fire Training
<input type="checkbox"/> IT	<input type="checkbox"/> Library	<input type="checkbox"/> Tech Enhanced Instruction	<input type="checkbox"/> Learning Resources	<input type="checkbox"/> EMS
<input type="checkbox"/> Presidents Office	<input type="checkbox"/> Graphic Arts	<input type="checkbox"/> College Transfer & Allied Health	<input type="checkbox"/> Basic Skills	<input type="checkbox"/> Small Business
<input type="checkbox"/> Foundation	<input type="checkbox"/> Learning Resources	<input type="checkbox"/> Public Services & Applied Tech	<input type="checkbox"/> BioAg	<input type="checkbox"/> OEC
<input type="checkbox"/> BLET			<input type="checkbox"/> Tech Enhanced Instruction	<input type="checkbox"/> Industry Services
				<input type="checkbox"/> HR Development

### Datatel Colleague:

Please click the link for specific mnemonics or go to MyRCC → Offices → Campus Services → Technology → Shared Documents

<b>Modules Requested :</b> <input type="checkbox"/> COLTEST <input type="checkbox"/> COLCONV <input type="checkbox"/> COLLIVE	<b>Informer :</b> <input type="checkbox"/> Power User <input type="checkbox"/> Launcher (default)
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Mnemonics :

### Hardware / Phone / Connectivity

New Phone     New Desktop     New Laptop     Other:

**Budget Code (for phone and/or PC purchase):**    -    -    -    -     No New Equipment is Required

Does the current location have an existing phone line? <input type="checkbox"/> Yes <input type="checkbox"/> No	Does the current location have an existing network wall outlet? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Please allow up to **60** Days for installation of new network outlets.

### Supervisor Information

Supervisor Name \_\_\_\_\_ Date \_\_\_\_\_

### Approval

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### ACCOUNT CREATION

Campus Cruiser Account GroupWise Email Account Copier Account <input type="checkbox"/> ABOVE ACCOUNTS DELETED	Login Name Login Name Login Number	Initial Password Initial Password	
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