REQUEST TO USE *SOUTHEASTERN OK STATE UNIV* COMPUTER RESOURCES

(NOTE: All items in red must be completed before form is submitted)

☐NEW

☐CHANGE/ RENEW

☐REMOVE

Name:_____ SE ID #:_____ Job Title:_____
Last First MI

Department:_____ Extension:_____ Building/Room#:_____

Check all that apply:

( ) Faculty ( ) Regular Full-Time ( ) Graduate Assistant*
( ) Staff ( ) Temporary (Part or Full-Time)* ( ) Student Employee*

Resources Requested: ( ) E-mail ( ) Campus*Connect* Faculty ( ) Campus*Connect* Academic Records
( ) DPS ( ) Campus*Connect* Advisor ( ) SE Computer Login ( ) Other:_____

I agree to abide by the rules as set forth in the *Computer Policies and Procedures Guide* of Southeastern Oklahoma State University and those that are posted in the labs. I further agree and understand that violation of any of these rules and guidelines could subject me to:

a. Suspension from further computer access,
b. Termination of employment, and/or,
c. Legal action of the State and/or Federal level.

I am aware and agree that any activity that does not relate to my professional responsibilities is a privilege and may be withdrawn by the system manager at any time. Photo I.D. will be required to change a password. Supervisors must submit a new form to change restrictions and/or expiration date.

_____
*Expiration Date (Required for temporary or student employees)

_____ _____
Employee Signature Date

_____ _____
Employee Supervisor's Signature Date

If logins should be restricted from specific days and times, please list restricted day and time.

EXAMPLE: MTWTF 5:01pm - 7:59am, Saturday, Sunday.

_____
_____
_____

***It is the responsibility of the supervisor to request deactivation of accounts if the employee leaves BEFORE the expiration date.**

OFFICE USE ONLY:	Date Added/Modified	Initials	Username**	Date Removed	Initials
SE Domain Account					
POISE/Campus*Connect*			U IC [,]		
Mail Server					
Other _____					

**Username will consist of first initial followed by last name. Middle initial may be used in case of conflicts. Student Worker accounts will be preceded with SW_.