

**\*Please fill out all fields to the best of your knowledge**

**\*You may fill out this form on the computer and then use a digital signature to send it via e-mail.**

## **User Account Request Forms**

Imagenow / Webnow

Domain Login / Grad Assist

Login

Email account

Department Share Request

# Computer Account Request Form

**PLEASE BE SURE TO READ THE INSTRUCTIONS BEFORE APPLYING.**

1. Fill out this form completely where specified.
2. **Do not** use this form for Student, PeopleSoft or Oracle accounts.
3. The request must have your department head's signature in order to be processed by ITI.
4. Make one copy of this form for your records and send a copy to [servicecentral@nyit.edu](mailto:servicecentral@nyit.edu).
5. When your request is completed, you will be notified via the supervisor's number or e-mail address provided on this form.
6. You may contact User Support Services at **(516) 686-1400** or [servicecentral@nyit.edu](mailto:servicecentral@nyit.edu) to follow up on your request.

**User Information**

First Name  Last Name  DOB (non NYIT employee)

Telephone  Title

Campus:  Old Westbury  Manhattan  Central Islip  Other

Department  Building  Room Number

Please select one:  Faculty  Staff  Consultant (\*)  Other (\*)

Start Date

Expiration Date

**Please check all that apply**

<p>Create a New Account</p> <p><input type="checkbox"/> Network/Domain Login [ADMIN]</p> <p><input type="checkbox"/> E-mail</p> <p><input type="checkbox"/> Local Computer Login [Student Worker/Grad Assistant]</p> <p><input type="checkbox"/> Other [RemedyForce Access]</p> <p><input type="checkbox"/> Webnow</p> <p><input type="checkbox"/> Imagenow</p>	<p>Network Access (specify below)</p> <p><input type="checkbox"/> Department Share <input type="text"/></p> <p><input type="checkbox"/> Modify Department Share</p> <p>Add <input type="text"/></p> <p>Remove <input type="text"/></p> <p><input type="checkbox"/> Other Applications <input type="text"/></p>
<p>Dean or Department Head Approval</p> <p>Signature <input type="text"/></p> <p>Print Name <input type="text"/></p> <p>Department <input type="text"/></p> <p>Title <input type="text"/></p> <p>Date <input type="text"/> Telephone <input type="text"/></p>	<p><b>For Internal Use Only</b></p> <p>Date <input type="text"/></p> <p>Network <input type="text"/></p> <p>E-mail <input type="text"/></p> <p>Telephone <input type="text"/></p> <p>VoiceMail <input type="text"/></p> <p>Additional authorization required by: <input type="text"/></p>

**NYIT ADMINISTRATIVE INFORMATION SYSTEMS SECURITY USER ACCESS RULES**  
**Please be sure to read. Important information about maintaining your password**

Name  Department

Access to the college computing system, including its hardware, software data and any other information obtained from it in whatever form, is subject to the following rules:

1. The college has entered into non-disclosure agreements with vendors of various computer software. Documentation materials regarding this software must not be revealed (including object code and source code, in the case of technical staff).
2. All personally identifiable information is confidential and the user will not reveal such information except to the extent required by his/her job responsibilities. Users should familiarize themselves with the Family Educational Rights and Privacy Act (FERPA), which describe the policy with regard to confidentiality of student records.
3. All information is to be used only for institutional purposes. The user must not, without proper authorization, utilize computer equipment or programs to gain access to, copy or obtain for personal use or information, records or information owned or possessed by the college.
4. The user must call up or view only that information required to carry out his/her job responsibilities.
5. The user must take care not to alter, damage, or destroy a computer system or computer network or the software program or data contained in a computer, computer system or computer network, and must not gain access to or alter a computer system, network program or data without proper authorization.
6. The user must at all times utilize the college computing system in accordance with established standards and procedures.
7. The user must not reveal his/her password to any other person. The user must change his/her personal password at **least** every six (6) months as an aid in maintaining security. The user's personal password must not be the same as the departmental password.

Violation of any of the above terms may subject a user to disciplinary action.

I acknowledge that I have read the FERPA rules, a summary of which is attached. A complete copy of the FERPA rules can be obtained from the Office of the Registrar. I also acknowledge that I have received a copy of the User Access Rules.

User Signature  Date