

Online Network Account Request



Overview

The UACCM IT department is moving toward all departmental forms being in an electronic format for ease of tracking and storage. This document describes the new Network Account Request form and how to use it. This form will be used for all new faculty, staff, and student network accounts.

Form Usage

Demographics Section

- Please fill out the name fields as needed and use the Account Type drop down box to choose the account type.
- For an employee, the Department will be their work area. For a student, the department is their major.
- Fill in the ID number for students in the ID Number field. Fill in the employee's ID number (**not Social Security Number**) if available.
- Office location is only applicable for employees and is left blank for students.

Please note that there are three different policies referenced at the bottom of the Demographics section. They are the *UACCM Acceptable Use Policy*, the *UACCM Information Systems Access Policy*, and the *UACCM Privileged Access Policy*. The privileged access policy only applies to employees and is not required reading for students.

These and other applicable policies will be posted on the UACCM Portal website on the IT/Computer Info tab where applicants can easily access the information.

Agreement Area

Applicants must sign the document electronically using Adobe Acrobat

Form Submission

Please email the completed and signed form to the Help Center at helpcenter@uaccm.edu for processing.