



Computer
Account
Request
Form

INFORMATION
RESOURCES

ACTION REQUIRED:

- ☐ New User
☐ Change User
☐ Delete User Date: _____

Disclosure of your Social Security number (SSN) or UTD-ID is requested as part of your application for a computer account at the University of Texas at Dallas. Your UTD-ID is used as a unique identification number in the Human Resource and/or Student Information system which generates your user id. The SSN or UTD-ID is used by Security Administration only for tracking and identification purposes. Further disclosure of your SSN will be governed by the Public Information Act (Chapter 552 of the Texas Government Code).

NAME & SOCIAL SECURITY NUMBER MUST BE TYPED!

SPONSOR'S NAME		SPONSOR'S MAIL STOP		SPONSOR'S EXTENSION	
USER'S NAME(First, Middle Initial, Last)		DATE OF BIRTH (MM/DD/YYYY)		USER'S EXTENSION	
USER'S UTD-ID or SSN	USER'S JOB TITLE		USER MAIL STOP	USER ROOM #	
USER'S SCHOOL OR DIVISION		USER'S DEPARTMENT		ACCOUNT NUMBER	
DEPT ADMIN. ASST.	AA EXT.	DEPT MAIL STOP	AUTHORIZED SIGNATURE		

Internal Use Only
Net ID
Mainframe ID
Network

TYPE OF ACCOUNT: (Check ONLY one) <input type="checkbox"/> Faculty <input type="checkbox"/> Contract <input type="checkbox"/> Staff <input type="checkbox"/> Guest <input type="checkbox"/> Student <input type="checkbox"/> RA / TA If Student or RA/TA (Check ONLY one) <input type="checkbox"/> Employment limited <input type="checkbox"/> Semester limited <input type="checkbox"/> Sponsor limited	LEVEL OF ACCESS: (Check ONLY one Access type) <input type="checkbox"/> Standard Access: NetID, Cyrus e-mail, Infoserv, Pipeline, WebCT, Web Applications, home directories, login to general use labs. Optional: Exchange E-mail <input type="checkbox"/> <input type="checkbox"/> NetID , no services (i.e. Blackboard only) <input type="checkbox"/> E-mail Only , no network or lab access	ADMIN APPLICATIONS: (Check all that apply) SYSTEM E-Print <input type="checkbox"/> SIS <input type="checkbox"/> <input type="checkbox"/> FRS** <input type="checkbox"/> <input type="checkbox"/> HRS <input type="checkbox"/> <input type="checkbox"/> BIS <input type="checkbox"/> Callier ** FRS access – Forms will be returned unless list of accounts needed is supplied	Internal Use Only PCLAN HELPDESK
OTHER : Type any pertinent requirements here.			

I acknowledge that I have read the University of Texas at Dallas Policy For the Use and Protection of Information Resources (<http://www.utdallas.edu/ir/security/policies/utdpolicy.html>) and understand that I must comply with the Policy when accessing and using Information Resources and my failure to comply with the Policy may result in cancellation of my privilege of use, appropriate disciplinary action, and action by law enforcement authorities.

I further understand that by virtue of my employment at The University of Texas at Dallas, I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by either state or federal law, or university-designated as confidential or sensitive. I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates The University of Texas at Dallas' policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

Admin. Dept. Head/Academic Dean Signature: _____ Date: _____

Admin. Dept. Head/Academic Dean Typed: _____

User Signature: _____ Date: _____

NOTE:

- Original signed Computer Account Request Form and NON-DISCLOSURE (for all employees) must be on file before accounts will be activated.
- Accounts without necessary signatures and information below will be returned to the department or school.

Instructions for completing this form are located at: (<http://www.utdallas.edu/forms/documents/CARINSTR.doc>)

Following information needed for Faculty:

SEX	ETHNICITY	JOB CLASS CODE	TENURE STATUS

Following information needed for staff:

HOME ADDRESS

For All Accounts, return to Information Security, JO3.546, JO43, Ext. 6880