



1. Please read the directions and terms completely. You will be responsible for your user account.
2. Please select which access you require:
  - **Network/Domain:** This is an account that all users will require. You will need this account to Log-On to any computer that is attached to the Campus Network/Domain. The name of our local Network Domain is: OLDWESTBURY
  - **Email/Notes:** This is the Campus Groupware system. This will create an email account for you in order to access the email system. Your email address for Old Westbury is:  
[username@oldwestbury.edu](mailto:username@oldwestbury.edu)
  - **Banner:** This is the Student Information System which maintains all student records and information. This is NOT the account you need to enter grades. Please see the Registrar for this.
  - **WebDAV:** This is a service that allows a user to collaboratively edit and manage files remotely using a Web Browser.
  - **Secure Wireless:** If you have/request a Network/Domain account, you do not need this. If you do not have/request a Network/Domain account, you will need this.
3. Enter all the requested information. Please print legibly. Your initial password for all accounts will be lower-case. **Please Note:** Network/Domain, Email/Notes, and WebDAV passwords **are** case-sensitive. Banner passwords **are not**.
4. Select Staff, Faculty, or Adjunct.  
Faculty and Adjuncts **must** forward their requests to Academic Affairs (currently Ron Welton) for approval. Staff must have their departmental supervisor's signature.
5. If you have selected to have a Banner Account created, you must request access to only authorized class codes. If you attempt to select a class code that you are not authorized to use, it will not be granted. Either your supervisor(Staff), or Academic Affairs (Faculty/Adjunct) will be familiar with authorized class codes.

We will contact you once your account has been created. Please keep a copy of the form for your records.  
If you have any questions, please contact extension 3379.