S.U.N.Y. College at Old Westbury
Account Request Form

CONFIDENTIAL

Please fill out this form completely, and return it in a **sealed, secure envelope** to **Director of Instructional Technology, NAB 0107.** You will be contacted once the account is created. If you have any questions, please contact 516-876-3098.

Attempts to access, acquire, or modify the college's information processing equipment or data by any means other than those specifically provided and authorized by the college are prohibited. Attempts to make, acquire, use, or modify copies of computer software licensed to the college in a manner that violates these license agreements (such as copying for personal use, using for private business, or creating a computer virus) are prohibited. Software not provided by the college may not be installed or used on the college's equipment.

Please keep a copy of this form for your own records. Instructions for completing this form are on the reverse side of this page.

I require access to the following system(s):

☐ Network/Domain   ☐ Email/Notes   ☐ Banner   ☐ WebDAV   ☐ Secure Wireless

First name ☐☐☐☐☐☐☐☐☐☐☐☐   Date _____

Last name ☐☐☐☐☐☐☐☐☐☐   Building _____

Department _____   Room # _____

Last 4 of SSN ☐☐☐☐   Campus ext. _____

Initial password ☐☐☐☐☐☐☐☐☐☐☐☐
Eight character minimum; lower-case; alphanumeric.

☐ Staff   ☐ Faculty   ☐ Adjunct

Your signature _____
My signature affirms that I agree to comply with the terms above.

Academic Affairs'
Signature (Faculty/Adjuncts) _____

Supervisor's
Signature (Staff/Other) _____

If you will be using Banner, please check the class codes that you require access to.

	Class Code	Assigned To		Class Code	Assigned To
☐	USR_BASE_FORMS	All Users	☐	USR_FRM_FAC	Faculty
☐	USR_UPD_ACAF	Academic Affairs Office	☐	USR_STU_FAID	Financial Aid Office
☐	USR_VP_ACAF	Academic Affairs Office	☐	USR_SUP_FAID	Financial Aid Office
☐	USR_DIR_ACCT	Accounting Office	☐	USR_UPD_FAID	Financial Aid Office
☐	USR_GEN_ACCT	Accounting Office	☐	USR_GEN_DEV	Institutional Advancement
☐	USR_DIR_ADM	Admissions Office	☐	USR_DIR_INRE	Institutional Research
☐	USR_GEN_SEVIS	Admissions Office	☐	USR_GEN_LIBR	Library
☐	USR_UPD_ADM	Admissions Office	☐	USR_FRM_PS	Public Safety
☐	USR_UPD_SEVIS	Admissions Office	☐	USR_AST_REG	Registrar Office
☐	USR_GEN_BUDG	Budgeting Office	☐	USR_DIR_REG	Registrar Office
☐	USR_VP_BUDG	Budgeting Office	☐	USR_UPD_REG	Registrar Office
☐	USR_ADIR_BURS	Bursar Office	☐	USR_DIR_HOUS	Residential Life Office
☐	USR_DIR_BURS	Bursar Office	☐	USR_GEN_HOUS	Residential Life Office
☐	USR_UPD_BURS	Bursar Office	☐	USR_UPD_HOUS	Residential Life Office
☐	USR_DIR_BUSA	Business Affairs	☐	USR_DIR_SAF	Student Affairs Office
☐	USR_CLKCTR	Clark Center	☐	USR_OFC_SAF	Student Affairs Office
☐	USR_GEN_CSVS	Computing Services	☐	USR_FRM_SHS	Student Health Office
☐	USR_FRM_EOP	EOP Office			

*** DO NOT WRITE BELOW THIS LINE ***

Account	Created?	Initials	Date	Notes (Include Username Assigned)
Network/Domain	Yes / No	_____	_____	_____
Email/Notes	Yes / No	_____	_____	_____
Banner	Yes / No	_____	_____	_____
WebDAV	Yes / No	_____	_____	_____
User contacted?	Yes / No	_____	_____	_____

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
   - **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.

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