

Irvin E. Houck  
Center for Information Technology (CIT)

## ACCOUNT REQUEST FORM

<p><b>PLEASE PRINT:</b>          Last Name: _____          First Name: _____          Middle Initial: _____ T# _____          Shortened first name (if preferred): _____          Department (if applicable): _____          Campus Address/OCMR Box: _____  <i>or</i>          Home Address: _____          Telephone Number: _____</p>	<p><b>College Affiliation (Check one):</b></p> <p><input type="checkbox"/> Faculty</p> <p><input type="checkbox"/> Staff</p> <p><input type="checkbox"/> Student</p> <p><input type="checkbox"/> Student Organization (must be chartered; must complete additional Memo of Understanding)</p> <p><input type="checkbox"/> Department (explain on reverse)</p> <p><input type="checkbox"/> Shansi Assoc. affiliation Staff or Student (circle one)</p> <p><input type="checkbox"/> Special Student (explain on reverse)</p> <p><input type="checkbox"/> Affiliate Scholar</p>
<p><b>Accounts Requested (check all that apply):</b></p> <p><input type="checkbox"/> E-mail</p> <p><input type="checkbox"/> Netware (for use of network services)</p> <p><input type="checkbox"/> Locker</p> <p><input type="checkbox"/> Other (explain on reverse)</p>	<p><i>Faculty/Staff:</i>          Check here if you will be using a Windows computer lab. <input type="checkbox"/></p>

*Acknowledgement of User Responsibilities:*

The computing facilities of Oberlin College are provided for responsible use by the College community. All aspects of this use are governed by appropriate policies. The document entitled "Policy for the Acceptable Use of Information Technology Resources", found on the CIT website ([www.oberlin.edu/cit/policies/acceptableuse.html](http://www.oberlin.edu/cit/policies/acceptableuse.html)) and available at the Help Desk (Mudd 005), presents an overview of these rules. You are responsible for following the rules in this document, all companion documents, posted signs, and directions from authorized staff. Accounts are provided for personal use only; DO NOT disclose usernames or passwords to others; always safeguard your password(s). Please indicate that you have read this notice and will abide by these policies by signing and dating below.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

<p><i>For Center for Information Technology use only:</i></p>	
<p><input type="checkbox"/> ID Card sighted by (CIT STAFF): _____</p>	<p>Created By: _____</p>
<p><input type="checkbox"/> or Copy of Picture ID Card attached (If request is not made in person)</p>	<p>Date: _____</p>
<p>Username: <input style="width: 150px; height: 20px;" type="text"/></p>	<p>Initial E-mail Password: _____</p>
<p>Initial Netware Password: _____</p>	