School of Law Computer STUDENT Account Request Form

Name of person requesting account: _____   Date: _____

Note: Accounts will be made within one business day after the IT dept receives the completed request form

Student Employee Name	Start Date
Office Number	Phone Number
Status - student)	

Please provide as much information as possible regarding computer access	
Email Distribution Group(s) Membership (see below for faculty lists)	Shared Drive Access (ie, FACSUP, Admissions)

Additional Mailbox Permissions (describe)?	Shared Calendar Access (name)?
Special Software or Computing Needs (if any)	
Notes (please add any pertinent additional information)	

FOR IT DEPARTMENT USE ONLY	
Account Name/Email Address	Primary Security Group
Distribution Lists	If new staff security group, added to STAFF list?
Print Quota Added?	Added to Law-Students-L? (faculty/Sr Admin staff) Added to Law-AllStudents-L (students only)
Account Created by ☐ Profile?　　☐ M drive access?　☐ Word template location?　☐ Email Added to MFP Address Book? ☐ GAL display name last, first?　　☐ Outlook default archive = M:\backups? Tested by:　　　　　　　　　Date:	
Computer Orientation Date/IT Staff Conducting Orientation	

Please also notify communications@law.unm.edu of employee hires/removals to request addition/deletion of name from all web directories.