

School of Law Computer 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

Employee/Student Name	Start Date
Office Number	Phone Number
Status (staff, visiting faculty, adjunct faculty, tenured faculty, non-tenured faculty, temp, 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)
Possible faculty lists – please select only one: <input type="checkbox"/> Faculty (regular faculty including research and library) <input type="checkbox"/> Faculty-T/TT (tenured or tenure track only – also select Faculty above) <input type="checkbox"/> Faculty-Adjuncts <input type="checkbox"/> Faculty-Affiliated (non-law school employees)	
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 <input type="checkbox"/> Profile? <input type="checkbox"/> M drive access? <input type="checkbox"/> Word template location? <input type="checkbox"/> GAL display name last, first? <input type="checkbox"/> 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.