



Office of Information Technology

### Network Access Form

#### New User Account/ Exchange Information:

First Name		Last Name		Emp. Id.	
Division		Building		Room No.	
Phone No.		FT Faculty <input type="checkbox"/> Adjunct <input type="checkbox"/> Administrative <input type="checkbox"/> Staff FT <input type="checkbox"/> PT <input type="checkbox"/>			

#### Change Account Information

##### Old Information:

First Name		Last Name		Emp. Id.	
Division		Building		Room No.	
Phone No.		FT Faculty <input type="checkbox"/> Adjunct <input type="checkbox"/> Administrative <input type="checkbox"/> Staff FT <input type="checkbox"/> PT <input type="checkbox"/>			

##### New Information:

First Name		Last Name		Emp. Id.	
Division		Building		Room No.	
Phone No.		FT Faculty <input type="checkbox"/> Adjunct <input type="checkbox"/> Administrative <input type="checkbox"/> Staff FT <input type="checkbox"/> PT <input type="checkbox"/>			

#### Delete User Account

First Name		Last Name		Emp. Id.	
Division		Building		Room No.	

(Note: You should NEVER share your password with anyone.) Do not post it anywhere someone can find it easily, such as under the keyboard or mouse pad. Notify Lee College if you become aware of any loss, theft, or unauthorized use of your user account. Logoff your workstation or use a timed password protected screensaver to prevent unauthorized use while away from your desk. It is essential that we safeguard the integrity of our data.

You will be prompted to change your password the first time you logon and thereafter every 90 days. It must be different from your previous three passwords and contain at least six characters. Choose passwords that are not easily deciphered. Caps, lower letters and number combinations are recommended.

Signature \_\_\_\_\_  
(All the information above is correct and I have read the above information.)

Department Director, Dean \_\_\_\_\_

Human Resources Director \_\_\_\_\_ Date \_\_\_\_\_