Student Computer Access Request

(Please print legibly. Return the completed form to HAB 50 or fax it to 845-257-6900)

This form is for students to gain access to computers in administrative offices, and the Zimbra system.

Your first and last name ____________________________________________

If you are changing names, please indicate your prior name: ________________________________

Your NPCUID (the username you use to access Blackboard, my.newpaltz.edu, etc.):

___ ___ ___ ___ ___ ___ ___ ___ ___

Department: _________________________________ Building/Room# __________ Phone __________

Shared Calendar Access:
Do you need access to your department's shared calendars?  
Yes ________ No ________

(please note: If you do not need calendar access, you will not need this account for just email)

Please read and sign:  I understand that my use of the computer resources at the College is for purposes associated with my tenure at SUNY New Paltz. I understand this may include access to potentially sensitive or confidential information. I will keep that information private. I will safeguard my user name and password and will not share my password with others (even my supervisor or subordinates), or leave it exposed to view. I will not use College resources for any illegal or inappropriate purpose.

______________________________________________  ______________________
Applicant  Date

Department Approval

Access for students must be approved by the dean, chair, director, or secretary.

Printed Name: ________________________________________________

Signature: ___________________________________________________

Title: _________________________________________________________

Phone extension: __________

Should the student have access to your department drives on the network?  Yes ________ No ________

Account Expiration: Current Semester______ Academic Year (until end of May) __________

Please note: Student account access is given until no later than the end of the academic year. If your student employees will continue working for you for beyond this time, or their appointment ends prior to the stated date, it is your responsibility to notify Computer Services (email AccountUpdates@newpaltz.edu) to change access dates.

Revised: February 2016