

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.*