

SUNY New Paltz Faculty/Staff Computer Account Request

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

The information below is required to process your request for a New Paltz Computer User ID (NPCUID) account and /or an Administrative LAN account.

Your first and last name _____ (as you prefer it listed)

Your Banner ID: _____

(Please note: if you do not know your Banner ID number, or do not yet have one, we will need your social security number at the bottom of this page.)

Department: _____ **Building/Room#** _____ **Phone** _____

You are: Faculty _____ Staff _____ TA _____ Non-Teaching Student Employee _____

Are you also a student at the college? Yes _____ No _____ Alumni/Former student _____

Are you Full Time _____ **or Part Time** _____

Is this a temporary account? Yes _____ No _____

If so – what is the expected end date: _____

Your NPCUID (login name) _____

(Your NPCUID or New Paltz Computer User ID is up to the first **seven** letters of your last name and the first initial of your first name. If your NPCUID duplicates an existing account, we will contact you with a different username).

Department Contact:

Who in your department may we contact for questions pertaining to this account?

Name: _____ Phone Ext. _____

Please provide an e-mail address (other than your @newpaltz.edu address) which we can use to contact you. We will need this address to send you the information you will need to login to our systems. This address will also be used to reset your password if needed in the future.

External (non-newpaltz.edu) E-mail address: _____

Please note: Your Social Security Number is only required if you do not know your Banner ID number. Your Social Security Number will only be used for the purpose of determining if you already have a record in our database. If you do, we will use your SSN to find your Banner ID number. If you do not, a Banner ID will be created and assigned to you. This section of the form will be shredded after processing.

Social Security Number: _____ - _____ - _____

E-mail Accounts:

If you are full time, we will create an @newpaltz.edu email address for you on our email system.

If you are part-time, you can either choose to have a New Paltz email account or we can forward mail sent to your @newpaltz.edu address to the e-mail address of your choice.

Note: SUNY New Paltz uses the Microsoft Office 365 email system for faculty and staff email. We require full-time faculty and staff (and strongly encourage part-time staff) to use the official campus email for their work communications.

New Paltz Email (Office 365) _____
OR Forward mail to the following address: _____

Special Accounts:

If you need access to Banner, or Argos - please have your supervisor e-mail Alan Mingen (mingena@newpaltz.edu) to request access.

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

For Office Use Only

Routing: Banner _____ AcademicAD _____ Mail _____ AdminAD _____ Notification _____

Special Notes: