

EMAIL / NETWORK ID

PLEASE FILL OUT ON COMPUTER

Opening Account

Closing Account

Department: _____ Date: _____

First Name: _____ Middle Name: _____ Last Name: _____

ID Number: _____ Preferred Name: _____

Position Title: _____

What is your seminary ext. (4-digit, calls directly to you, not to your office/secretary)? _____

Is this user replacing another? If so, whom? _____

Date of previous user's last day: _____

What sbts.edu email accounts need to be forwarded to this user's account? _____

User ID will be first initial middle initial last name – ex. John Walter Doe > jwdoe

Email Address: _____@sbts.edu

We will provide you a password. You will be required to change your password at first logon. Your password must consist of 3 of the following: Capital letter, lowercase letters, number, and symbol. The password must be at least 7 characters. Example: 1John316

Include this user in the following email distribution list:

- Staff (Salaried)
- Faculty
- Offices (Hourly)
- Other _____

Print Name of Authorizing Supervisor: _____

Signature of Authorizing Supervisor: _____

For Campus Technology Use Only	
Received: _____	
Completed: _____	Addr _____ AD _____ CM _____ UN _____
Password: _____	Gmail: _____ OU: _____
Notified Date: _____	All Mailboxes: _____ Apps: _____ IP Phone: _____
	CE: _____ Comp. Repl.: _____