



**Request for User Account**

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Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

School/Center/Unit: \_\_\_\_\_ AIT Tel. No: \_\_\_\_\_

Alternative Email Address: \_\_\_\_\_

Period requested: From \_\_\_\_\_ To: \_\_\_\_\_

Account Category:

Faculty     Staff     Adjunct Faculty     Work Provider     Official

Preferred Login Name \_\_\_\_\_

Notes:

1. Login name cannot contain special character except dash (-)
2. Login name of faculty/staff/adjunct faculty/work provider must be derived from his/her personal's name only.
3. For Adjunct Faculty and Work Provider, please attach the appointment letter/contract.

Requestor signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**For Official Account Category Only**

Approved by Dean/Center Director/Unit Head:

\_\_\_\_\_ Date: \_\_\_\_\_

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**For ITServ Only**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Completed \_\_\_\_\_ Date: \_\_\_\_\_

Doc. No.: \_\_\_\_\_