



Request for User Account

Name: _____ Employee ID: _____

School/Center/Unit: _____ AIT Tel. No: _____

Alternative Email Address: _____

Period requested: From _____ To: _____

Account Category: Faculty Staff Official

Preferred Login Name _____

Note: For faculty/staff use, login name must be derived from employee's name only and does not contain special character except dash (-)

Requestor signature: _____ Date: _____

For Official Account Category Only

Approved by Dean/Center Director/Unit Head:

_____ Date: _____

For ITServ Only

Approved by: _____ Date: _____

Completed _____ Date: _____

Doc. No.: _____