



Request for User Account

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 _____

Note:

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.

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.: _____