ITServ

ASIAN INSTITUTE OF TECHNOLOGY

Request for User Account

Name: _____ Employee ID: _____

Faculty/Center/Office: _____ AIT Tel. No: _____

Alternative Email Address: _____

Period requested: From _____ To: _____

Account Category:

☐Faculty member ☐Staff ☐Adjunct faculty member ☐Work provider ☐Official

Preferred Login Name _____

Notes:
1. The login name cannot contain special characters except dash (-) or underscore (_)
2. The login name of a faculty member/staff/adjunct faculty member/work provider must be derived from his/her personal's name only.

Requestor signature: _____ Date: _____

Approved by Dean/Center Director/Unit Head:

_____ Date: _____

_____

For ITServ Only

Approved by: _____ Date: _____

Completed _____ Date: _____

Doc. No.: _____