



## Active Directory And Email Access Request Form

**INSTRUCTIONS:** Faculty and staff must provide a Ram Id and ADP Id before form will be processed. All signatures must be on the form for processing as well. Upon completion of this form, please submit it to Information Technology Services department.

<b>A</b> User Information : To be completed by Employee			
Employee Name:		Ram ID:	ADP Number:
Date of Birth:	Department:		Position Title:
Requestor's Name: (person other than user)		Building/Office:	
External Email Address:			
Classification:	<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> Consultant
Status:	<input type="checkbox"/> Part-time	<input type="checkbox"/> Full-time	<input type="checkbox"/> Temporary
<b>B</b> User Policies Acknowledgement: To complete by Employee			
<p>The policies at the link below govern user responsibilities regarding system access.</p> <p><a href="https://www.asurams.edu/archives/east/technologyhome/guidelines-and-forms/">https://www.asurams.edu/archives/east/technologyhome/guidelines-and-forms/</a></p> <p><input type="checkbox"/> I have read and acknowledged the policies above and agree to abide by all applicable laws and restrictions that govern use of this enterprise system.</p>			
User's Signature		Print Name:	Date:
<b>C</b> Supervisor Authorization : To Complete by Supervisor			
Supervisor Signature:		Print Name:	Date:
Supervisor Title:	Supervisor Contact Number:	Supervisor's Email	
<b>D</b> Email Group Authorization			
<input type="checkbox"/> # Faculty	<input type="checkbox"/> # Staff	<input type="checkbox"/> # Student	<input type="checkbox"/> Other _____
<b>E</b> Access Level/ Role: To Complete by Supervisor			
Account Request	<input type="checkbox"/> New Account	<input type="checkbox"/> Modify Account	<input type="checkbox"/> Remove Account
Role or Level of Access	<input type="checkbox"/> Guest	<input type="checkbox"/> Standard User	<input type="checkbox"/> Other _____
***ITS USE ONLY***	<input type="checkbox"/> IT Intern	<input type="checkbox"/> Helpdesk Technician	<input type="checkbox"/> Domain Administrator
	<input type="checkbox"/> Application Administrator	<input type="checkbox"/> Domain Administrator	

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ITS USE Only: ITS Administrator	
Account Action	<input type="checkbox"/> Account Created <input type="checkbox"/> Account Modified <input type="checkbox"/> Account Deleted/Disabled
Account Settings	User Name:
Account Initial Password	
Authorized By:	
Date Completed:	