

## Request for RCTC Faculty/Staff Network Access/E-Mail Account

To receive access to the UCR computer network, print this page, sign and complete, have proper administrator sign and complete, and return to John Putnam (Box 36). PLEASE PRINT CLEARLY (if we cannot read it, it will not be processed).

E-mail is the official form of communication on campus. We strongly encourage you to have access and check your account on a regular basis. If you choose not to have access, you understand that you may not receive important communications delivered this way.

If you are choosing not to sign up for access, please initial here: \_\_\_\_\_

Network Access Only , please initial here: \_\_\_\_\_

Email Access Only , please initial here: \_\_\_\_\_

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

(This is the way your name will appear in the Outlook Directory and the RCTC Directory.)

**NOTE: This section should be completed by the appropriate administrator.**

**Working Title:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Please indicate if this employee is (circle one):**      **Faculty**              **Staff**

**Office Location:** \_\_\_\_\_ **Office Phone:** \_\_\_\_\_ **Mailbox:** \_\_\_\_\_

**Status (circle one):**              **Permanent**              **Temporary\***

**Start Date** \_\_\_\_\_ **End Date \*(if temp., must complete):** \_\_\_\_\_

If you are adjunct faculty, your account will expire at the end of the semester unless the appropriate administrator notifies HR in writing that your appointment will continue through the following semester.

All of the above information is required to create a network and/or e-mail account. Accounts for temporary personnel will expire ten (10) business days after the end date (that is given above) unless Human Resources is notified in writing by the appropriate administrator that your employment will continue through consecutive semesters or that your appointment is extended.

It is your (the employee requesting access) responsibility to contact the Technology Support Center within 14 days of your start date to schedule orientation (536-5555).

**Signature:** \_\_\_\_\_  
(Person requesting access)

**Signature:** \_\_\_\_\_  
(Administrator)

COPIES TO:      *HR/Personnel File*      *ITS/TSC*      *Employee*      *Administrator*

\_\_\_\_\_ date received by John Putnam  
\_\_\_\_\_ date orientation was completed