

Student Computer Access Request

(Please **print legibly**. Return the completed form to HAB 50 or fax it to 845-257-6900)

This form is for students to gain access to computers in administrative offices, and the Zimbra system.

Your first and last name _____

If you are changing names, please indicate your prior name: _____

Your NPCUID (the username you use to access Blackboard, my.newpaltz.edu, etc.):

Department: _____ Building/Room# _____ Phone _____

Zimbra Access:

Do you need access to your department's "Zimbra" calendars?

Yes _____ No _____

(please note: If you do not need calendar access, you will not need a Zimbra account for just email)

Please read and sign: *I understand that my use of the computer resources at the College is for purposes associated with my tenure at SUNY New Paltz. I understand this may include access to potentially sensitive or confidential information. I will keep that information private. I will safeguard my user name and password and **will not share my password with others (even my supervisor or subordinates)**, or leave it exposed to view. I will not use College resources for any illegal or inappropriate purpose.*

Applicant

Date

Department Approval

Access for students must be approved by the dean, chair, director, or secretary.

Printed Name: _____

Signature: _____

Title: _____

Phone extension: _____

Should the student have access to your department drives on the network? Yes _____ No _____

Account Expiration: Current Semester _____ Academic Year (until end of May) _____

Please note: Student account access is given until no later than the end of the academic year. If your student employees will continue working for you for past this time, please email David Dixon at dixonond@newpaltz.edu to extend access.