



# KUTZTOWN UNIVERSITY - OFFICE OF INFORMATION TECHNOLOGY ACCOUNT REQUEST FORM

As a convenience the Office of Information Technology offers accounts to University offices and departments. These accounts serve the purpose of allowing approved individuals access to restricted resources on the Kutztown University network that cannot be accessed without network authentication. Responsibility for the use and abuse of an account resides with the responsible department and the requesting individual. If any suspicious activity is detected, the account will be promptly disabled.

Type all required information into this form and submit to the Office of Information Technology by email at [helpcenter@kutztown.edu](mailto:helpcenter@kutztown.edu). Please allow at least one week prior to the start date for accounts to be created and activated. This form must be completely filled out; otherwise, the request may not be completed. The following types of accounts are restricted to a set time period unless approved by the President, a Vice-President, Director, Dean, or Chair. After the specified end date, the account will be automatically disabled and scheduled for removal.

- Contractor accounts may be issued for a period of up to 30 days.
- Graduate Assistant accounts are set to expire at the end of the academic year

The following accounts do not adhere to an expiration and will remain active until the account is no longer needed.

- Non-Personal mailboxes or accounts (Department, Group, or Club)

Section 1: User Account Information	
Name:	<input type="text"/> Request Type: <input type="text" value="NEW"/>   <input type="text" value="RENEWAL"/>
Requested User ID: <small>Limited to 10 characters.</small>	<input type="text"/>
Account Type:	<input type="text" value="Contractor"/>   <input type="text" value="Graduate Assistant"/>   <input type="text" value="Non-Personal"/>
Mailbox Required:	<input type="text" value="YES"/> <input type="text" value="NO"/>
Relationship to KU:	<input type="text"/>
Reason for Access:	<input type="text"/>
<b>Access &amp; Restrictions:</b> <small>List computers, servers, or services that the account will need access to. If unknown, explain anticipated activity.</small> <small>For Non-Personal accounts, typically used by student employees, provide the computer(s) that the account should be restricted to accessing. You should also provide a list of days and times the account should be allowed to use.</small>	<input type="text"/>
Start Date:	<input type="text"/> End Date: <input type="text"/>

Section 2: Responsible Department Information	
Department:	<input type="text"/>
Requestor:	<input type="text"/>
Requestor Email & Phone:	<input type="text"/> & <input type="text"/>
Authorizing Official: <small>(VP/Director/Dean/Chair)</small>	<input type="text"/>
Authorizing Official Email:	<input type="text"/> Date: <input type="text"/>

**\*\* DO NOT PRINT \*\*** Complete, attach, and email to [HelpCenter@kutztown.edu](mailto:HelpCenter@kutztown.edu) **\*\* DO NOT PRINT \*\***