

BHSU Network Access Application

Employee Information (Please provide all applicable information.)

Employee Name: (Last, First, Middle) _____ Date: _____ Time: _____
Department: _____ Office Phone: _____
Supervisor's Name: _____ Office Location: _____
Supervisor's Signature _____ **(Supervisor's signature is required for approval.)**

Employee Status (Please select one of the following.)

Faculty Adjunct or Rapid City Area Staff Student

Access Requested (Please check all that apply.)

Is this request for a change to an existing account or for the creation of a new account? Existing New
 Faculty/Staff Network (computer/Internet access only) Faculty/Staff Email Student Network Student Email
Other: (Please Specify) _____

Password **(If off campus only.)*

Must be minimum eight (8) character alphanumeric password. If you have on campus computer access your password will be set to "password1887" and you will be required to select a minimum eight (8) character alphanumeric password at your first logon.) Please do not select a password at this time if you have access to on campus computers. **Username is FirstnameLastname@bhsu.edu** (no space).

Password*: _____

Applicant's Signature (The applicant's signature is required.)

By signing this document, I signify that I have read, understand, and agree to abide by SD BOR Information Technology Appropriate Use Policy ("AUP"). This policy is located at <http://iis.bhsu.edu/tss/accountinfo/SDBORpolicy.cfm>.

Applicant's Signature: _____ Date: _____

For Network & Computer Services' Use Only

Account created by: _____ Date: _____ Time: _____
Notification given by: _____ Date: _____ Time: _____

Please return this form to: Network & Computer Services

Incomplete forms will be denied access. Please allow three business days for account creation. Direct any questions regarding your application for computer access to Network & Computer Services at 642-6580. Return form to Network & Computer Services, 1200 University Street Unit 9665, Spearfish, SD 57799, Library 007, or fax to 642-6222 with hand written signature.