UNIVERSITY OF LOUISVILLE
SCHOOL OF DENTISTRY

DENTAL INFORMATICS

REQUEST FOR COMPUTER ACCOUNT

This form is intended to provide information to Dental Informatics in order to assist the UL Information Technology Security & Account Management unit in the creation of New ULSD staff/faculty and sponsored accounts.

I. Your Information

Full Name: Phone #:

Today's Date: New Hire Start Date:

II. Sponsored Account Information

Individuals who are directly affiliated with the University such as Temp employees, grad students and student assistants will fall under sponsored accounts. If this does not apply to your request, skip to section III.

The Information Technology sponsored account policy can be found here:
http://security.louisville.edu/PolStds/ISO/PS020.htm

**Accounts can only be sponsored by a full-time university employed Unit Business Manager, the designated Tier I for the unit, the department chair, vice president or dean (or their designee). The computer account passwords for the sponsored accounts will be sent via e-mail to the sponsor who can then distribute them to the sponsored individual and also must notify Dental Informatics when the account has been created so that ULSD access can be granted.

Sponsor's Full Name: User ID:

Sponsor's Employee ID: Department:

Phone:

III. Account Holder Previous UL Information

Has the account holder ever been enrolled or employed by UL?   **Yes**   **No**

If the answer is no, skip to section IV.

Account Holders' ULINK ID: Account Holder's USER ID:

IV. Account Holder Information

Account Holder's First name: Account Holder's Last Name:

Account Holders' Middle Name: Account Holder's Date of Birth:

Account Holder's Supervisor: Account Holder's Department:

How long should the account be available?

Employee Status:

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Please provide details of the intended use for this requested computer account and any other information that would be useful to Dental Informatics in the creation of the end users account:

ULSD Access Needed			
	Cardmail Email		ULSD Drive/Folder Access – Please list
	Exchange Email		
	VPN		ELD (Long Distance Code)
	Share Point		Speed Type:
	Blackboard		Service Account Access – Please list
	axiUm Account		
	Printer Access Code		Exchange Distribution List – Please list
	Wireless		
	Other:		

Allow 48-72 hours for the request. Please be advised sponsored accounts can take up to 1 week.