



## Domain and E-mail Account Application

This form is for ASCC faculty and staff to request a domain and email account from the MIS Department. A user ID and password assigned to you will allow you access to the ASCC network and the use of ASCC E-mail, Internet, and other network services.

Please enter your name carefully, because your initials will affect the assignment of your user ID. Please complete all items as best you can. Incomplete applications may prolong processing time. If you prefer to have your ASCC mail forwarded to another account, you may enter a forwarding e-mail address.

Please submit the completed form to the MIS Department located in the Administration Building. An MIS representative will contact you within 3-5 business days (unless otherwise indicated) to schedule a time to set up your login and ASCC E-mail account on your computer. A confirmation of this account setup will be E-mailed to your new ASCC E-mail account, your Supervisor and/or Department Chair. Finally, your account will be added to the ASCC directory. If you have any questions please refer them to [support@amsamo.edu](mailto:support@amsamo.edu) or 699-9155 ext. 434 or 435.

<b>First Name</b>	<b>Last Name</b>	<b>Middle Initial</b>	<b>Title</b>
<b>Department</b> (Please use official department name)		<b>Office Location</b> (Please specify building or general location of your office and computer)	
<b>Phone Number</b> (extension or direct line)		<b>Supervisor or Department Head</b> (All requests must be approved by designated Supervisor or Department Head)	
		Printed Name	Date
<b>Employment Status</b> <input type="checkbox"/> Full-time Staff <input type="checkbox"/> Full-time Faculty <input type="checkbox"/> **Temporary Staff (not career service)  Contract end date: _____  <input type="checkbox"/> **Adjunct Faculty  Contract end date: _____  **Please fill out Contract end dates if you are Temporary Staff or Adjunct Faculty		<b>FOR OFFICE USE ONLY DO NOT WRITE IN THIS BLOCK</b>  HR Confirmation of applicant employment status.  _____ Initial	
<b>Forwarding E-mail Address</b> (if you'd prefer to use another account to get your ASCC messages)			

By signing below, I agree to abide by the conditions set forth in ASCC General Computer Usage Policy (relevant policies may be viewed and/or downloaded at <http://www.amsamo.edu/support.htm>) in my use of all computer and network resources. I understand that access to the network and other information services is a privilege and not a right. Violation of policy and/or law may result in suspended or revoked access, disciplinary action, and/or legal proceedings.

Applicant's Signature

Date