

Faculty/Staff/GTRA Network Account Request
Truman State University
Information Technology Services

Name: _____

Department: _____ Office Location: _____ Phone: _____

Preferred Username: _____
Username should conform to first-last name format (John Doe – jdoe, johnd, doe, doej, etc.)

Alternate Employee Contact Information: Phone: _____ Email _____

Department Secretary Contact Information: Name: _____ Phone: _____

A new Network/Email account will be created. A TruView account will be created after meeting with Human resources at time of employment.

Is this a new hire/position? Yes No

This user is replacing: Username _____)
(Where applicable, this access is similar to: Username _____)

- what position is this account for:
- Faculty
 - Staff
 - GTRA (anticipated departure date: _____)

This existing account needs changes: Yes No
what modification(s) is(are) needed to the existing account? Username of account _____

- Change Username to _____
- Change Department to _____
- Other: _____

Date Effective: _____ Employee Signature: _____

Supervisor: _____
(Print Name) (Signature)

Please submit the completed form to ITS, MC 111, or fax to x7632

IT SERVICES USE ONLY
Date Received _____
Date Scanned _____
Scanned by _____