

# Student Employee Network Account Request

Information Technology Services  
Truman State University

Faculty/Staff Supervisor (print): \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

**NOTE:** Username will be assigned automatically based on network and department standards

## This section is only required for W:\ drive access

Check box if department W:\ drive access is needed, **Department Chair** name/signature required for access:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

List computer name(s) this account will need access to (instructions below for locating computer name)

1.	4.
2.	5.
3.	6.

To find the computer name on a Windows 7 or XP system:

- If logged in, right click on the Computer or My Computer icon and select Properties. Computer name will be listed in the lower part of the basic information screen in Windows 7 or in the tab called Computer Name in XP. The computer name is in the form of AB123001.
- If not logged in, press Ctrl+Alt+Del to bring up the Login screen. Click on "how do I logon to another domain" in Windows 7 or the triangle next to the box marked "Log on to" in XP (Truman should be selected automatically). The computer name will be in the message text in Windows 7 or a choice like "AB123001 (this computer)" in XP. The computer name is in the form of AB123001.

To find the computer name on a Macintosh:

- In Lion, click on the Apple menu, choose About This Mac, then More Info, then System Report. View the computer name at the bottom left. It is of the form of AB123001.
- In Snow Leopard, click on the Apple menu, choose About This Mac, then More Info. The computer name will be at the top of the window. It is of the form of AB123001.
- In OS X, click on the Apple menu, choose System Preferences, then Network, then Sharing. There will be a box called Computer Name in the form of AB123001.

Date: \_\_\_\_\_ Faculty/Staff Signature: \_\_\_\_\_

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

IT SERVICES USE ONLY

Date Received \_\_\_\_\_

Date Scanned \_\_\_\_\_

Scanned by \_\_\_\_\_