



Computer Services &  
Telecommunications

# Computer Account Request

See instructions on reverse side of form.

Academic Computing Support  
Computer Accounts  
Computer Center II Room 102  
Phone: (407)823-2768  
Fax: (407)823-3238

## GENERAL INFORMATION (REQUIRED)

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_  
Title (Dr., Mr., Mrs., Ms.) Last First MI  
 NID: \_\_\_\_\_ Gender: \_\_\_\_\_ Office Phone: \_\_\_\_\_  
 Status (check one): Faculty A&P Adjunct USPS OPS GTA  
 Social Security Number: \_\_\_\_\_ Birth Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (month / day / year)

## DEPARTMENT INFORMATION

Department Code: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Department: \_\_\_\_\_

## NEW ACCOUNT(S)

PC LAN  UNIX (Olympus)  Pegasus E-mail  GroupWise E-mail

## EXISTING ACCOUNT(S)

Account ID(s): \_\_\_\_\_ PC LAN: \_\_\_\_\_ Pegasus E-mail: \_\_\_\_\_  
 UNIX LAN (Olympus): \_\_\_\_\_ GroupWise E-mail: \_\_\_\_\_

### Action to Take: (Please put a next to action)

\_\_\_ Delete Account (Waiting period is two weeks after request is submitted)  
 \_\_\_ Renew UNIX account (Renewals due 2 weeks prior to August 15)  
 \_\_\_ Add Storage(Pegasus and UNIX only): # of megabytes \_\_\_\_\_ (1 mb = 1024K)  
 \_\_\_ Change Account: \_\_\_\_\_

## SIGNATURES

- \* Each user is responsible for his/her own accounts. Users are not allowed to share accounts.
- \* Accounts will be DELETED upon termination of employment at UCF or for non-usage for 3 consecutive semesters.
- \* **Computer Services reserves the right to terminate any account for improper or illegal use.**

**As an employee or graduate student of the University of Central Florida, I accept the responsibilities of this computer account.**

Graduate Assistant/GTA Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Faculty/Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Authorized Departmental Approval: \_\_\_\_\_ Date: \_\_\_\_\_

## DEPARTMENTAL CONTACT INFORMATION

**The departmental contact will be notified by e-mail when the account(s) have been created.**

Departmental Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## COMPUTER ACCOUNTS USE - DO NOT WRITE IN THIS BOX

Faculty Adjunct Staff OPS USPS GTA

LAN \_\_\_\_\_  GW \_\_\_\_\_  Pegasus \_\_\_\_\_  UNIX \_\_\_\_\_  
 Password  Contact mailed  User mailed  GW DB

## INSTRUCTIONS FOR COMPLETION OF COMPUTER ACCOUNT REQUEST FORM

**Please fill out the form completely. Incomplete or illegible forms will not be processed.**

- Computer accounts are available on the following servers: PC LAN, UNIX (Olympus), Pegasus, and GroupWise.
- **Faculty members, A&P employees, Adjuncts, USPS and OPS staff, and GTAs** do not automatically receive any of the listed computer accounts. They need to fill out a computer account request form and make sure it has the authorized departmental approval.
- **Staff members** who are currently enrolled or were previous UCF students will get their NID as their username.
- **Graduate Students and GTAs** can receive an account on the UNIX (Olympus) server only with a sponsoring faculty member, who has to sign the form. All graduate students and GTA accounts will expire on August 15. At that time, the faculty member may renew the account for the graduate student, at his or her discretion. When requesting a PC LAN, GroupWise, or Pegasus account, please keep in mind that these accounts usually take anywhere from two to three business days to get created.
- PC LAN accounts have access to all the software packages available on the PC LAN network.
- This form is not used for PROFS or Northwest/CICS accounts. Please call the Help Desk at 3x5117 for information on these services.
- All accounts will be deleted upon termination of employment at UCF, for non-usage for 3 consecutive semesters, or for improper or illegal usage.

### GENERAL INFORMATION

*This section must be filled in completely.*

**Department Code** is the departmental account seven-digit SAMAS code. There is no charge for these computer accounts.

**Status**, check the type of employment of the person requesting the account.

**Social Security Number** is the social security number for the person requesting the account. *This must be included.*

**Birth Date** is the birth date of the person requesting the account. *This must be included.*

### EMPLOYEE ID & NID INFORMATION

Your employee ID is located in your time sheet. To get your NID, please visit the Polaris webpage at <http://connect.ucf.edu>

### NEW ACCOUNT(S)

**Faculty, A&P, Adjuncts, Staff, OPS, and GTAs must submit requests for all new accounts. Check which computer resource account is needed: PC LAN, UNIX (Olympus), Pegasus e-mail, GroupWise e-mail or any combination.**

Once the computer account request form has been received by our office, we will notify the departmental contact when the account has been created.

### EXISTING ACCOUNT(S)

If you have an **Existing Account**, fill in the existing Account Login ID(s) on the corresponding line(s).

Check one of the actions to be taken:

**Delete Account to have an account deleted from the system. OR**

**Renew (UNIX only) to extend the account. All renewals should be submitted two (2) weeks prior to August 15. OR**

**Add Storage** to add disk storage to an existing account. Fill in the number of megabytes needed on the PC LAN, Pegasus e-mail, or UNIX LAN account. One megabyte equals 1024 kilobytes. **OR**

**Change** and enter description of change, such as, name change, ID change, name misspelled, etc.

### SIGNATURES

Please follow the authority line set forth by your college or department. Some departments require the College Dean's approval on new account requests. Graduate Students and GTAs must have a departmental chairperson's signature.

### DEPARTMENTAL CONTACT INFORMATION

The departmental contact will be notified by e-mail when the account(s) have been created. Please fill in all information.

**You may fax your request to (407)823-3238 or hand deliver to it Computer Accounts in CCII, room 102. You may send requests though campus mail with the +4 code of 2500. Computer Accounts is not responsible for lost or late mail.**