

## Network UserID Request form

To be completed by USI employees in order to obtain a UserID for the USI network and/or USI web site. Complete and sign this form and submit to your fiscal agent for approval. Once approved, the form should be sent to the Executive Director of Information Technology for processing.



**Information Technology**  
Forum Addition Room 41  
8600 University Boulevard  
Evansville, IN 47712  
phone 812.465.1080  
fax 812.465.1253

### Contact Information

First name

Last name

Employee ID #

Department

Building/Room

Phone

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### Check all network accounts that apply to your request

Active Directory/Logon Account

Outlook (Faculty/Staff email) Account - UserID@usi.edu

Web Developer - Specify folder

Other server - Name of server

### Employee status

Faculty or Staff

Student employee

Other

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Fiscal Agent Signature

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I understand that when I am using the USI Local Area Network, the Internet, or other telecommunications devices, I must adhere to all rules of courtesy, etiquette, and laws regarding access and copying of information as prescribed by federal, state, or local law; the host environment and the University of Southern Indiana.

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Signature

Date

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IT Department Use Only