



Disclosure of your Social Security number (SSN) or UTD-ID is requested as part of your application for a computer account at the University of Texas at Dallas. Your UTD-ID is used as a unique identification number in the Human Resource and/or Student Information system which generates your user id. The SSN or UTD-ID is used by Security Administration only for tracking and identification purposes. Further disclosure of your SSN will be governed by the Public Information Act (Chapter 552 of the Texas Government Code).

* = Required

SPONSOR'S FIRST NAME * F-	DEPT CONTACT FIRST NAME * F-	DEPT CONTACT EXTENSION *		DEPT MAIL STOP *
SPONSOR'S MIDDLE NAME * M-	DEPT CONTACT MIDDLE NAME * M-	Internal Use Only ID 2		Internal Use Only NetID
SPONSOR'S LAST NAME * L-	DEPT CONTACT LAST NAME * L-			
USER'S FIRST NAME * F-	USER'S DATE OF BIRTH (MM/DD/YYYY) *	CALLIER <input type="checkbox"/> Y <input type="checkbox"/> N	CBH <input type="checkbox"/> Y <input type="checkbox"/> N	USER'S PHONE ?
USER'S MIDDLE NAME * M-	USER'S UTD-ID or SSN * ?	USER'S JOB TITLE		USER'S MAIL STOP
USER'S LAST NAME * L-	USER'S UTD SCHOOL/DEPARTMENT (Name) *			USER'S ROOM #
NEW USER = Home Address / City / State / Zip				Internal Use Only [] 103 [] 1f3 [] HRS [] PS [] JAMS

New USERS require UAAF, NDA and FERPA forms. New Faculty and Staff only require copy of SSN Card.

Type of Account: (Check ONLY one) HR Job Group Code (F,G,H) <input type="checkbox"/> Faculty HR Job Group Code (A,B,C,D,X,Y) <input type="checkbox"/> Staff UTD Student with or without HR paperwork <input type="checkbox"/> UTD Student Employment limited <input type="checkbox"/> UTD Student Semester limited <input type="checkbox"/> UTD Student Sponsor limited All Others <input type="checkbox"/> Contract <input type="checkbox"/> Guest (does not fit any of above) ?	Level of Access: (Check ONLY one) <input type="checkbox"/> Standard Access: Network + Basic Exchange E-mail (MS Outlook) <input type="checkbox"/> <input type="checkbox"/> Basic Access: (email and web applications) <input type="checkbox"/> NetID Only: (web apps only, no email)	Student RA/TA ? <input type="checkbox"/> Is this user a UTD student Research Assistant or a UTD student Teacher Assistant?	Admin Applications: SYSTEM ? Orion ? FCM ? HCM ?	Other Applications <input type="checkbox"/> Budget Folder (U:\SignAuth\general\folder) <input type="checkbox"/> Online Graduate Program/System <input type="checkbox"/> Raiser's Edge by Blackbaud Alumni/Fundraising Software) <input type="checkbox"/> SnapSurvey Endpoint Encryption <input type="checkbox"/> User <input type="checkbox"/> Tech Onbase access is to be submitted via JIRA tickets ?
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Additional Information is needed for the following items:

<input type="checkbox"/> Bulletin Boards (Group access Mail) ?	<input type="checkbox"/> Exchange Public Folder ?	<input type="checkbox"/> Group Membership / Share ?
<input type="checkbox"/> Listserv (Mailing List) ?	<input type="checkbox"/> LTS group on OSPax ?	<input type="checkbox"/> Server Access ?
<input type="checkbox"/> Special Drives and/ or folders ?	<input type="checkbox"/> Web Create/Access ?	

Additional Information / Other: See comments for examples.

I acknowledge that I have read the University of Texas at Dallas Policy For the Use and Protection of Information Resources (<http://www.utdallas.edu/infosecuritydocuments/uts165.pdf>) and understand that I must comply with the Policy when accessing and using Information Resources and my failure to comply with the Policy may result in cancellation of my privilege of use, appropriate disciplinary action, and action by law enforcement authorities.

I further understand that by virtue of my employment at The University of Texas at Dallas, I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by either state or federal law, or university-designated as confidential or sensitive. I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates The University of Texas at Dallas' policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

Admin. Dept. Head/Academic Dean Signature: _____ Date: _____
 Admin. Dept. Head/Academic Dean Typed: _____
 User Signature: _____ Date: _____