



New Employee Communication Services Request Form

Please complete this form and return it to the Communication Center at Slot 20 or bring it to Nelson 115. Contact Information Technology Services at extension 4083 to get your email address before submitting this form.

Faculty/Staff Directory Information:

First: _____ MI: _____ Last: _____

Dr. Preferred Name: _____

Title: _____

Birthday (for intranet): _____ P.O. Box: _____ Slot: _____

Building/Room: _____ Voicemail: _____

Office Phone: _____ Email Address: _____

Department: _____

Status: Faculty Staff Other _____

Employee Needs:

intranet access

long distance code account name and number _____

long distance card account name and number _____

new copier code account name and number _____

copier location(s) _____

Comments: _____

Dept. Chair/ Dean Signature: _____ Date: _____

Office use only:

Communications

Switchboard

Webmaster