

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

LAN/Office Support ID Request

Employee ID # (Colleague ID #) |_|_|_|_|_|_|_|_|_|_| (REQUIRED)

Type of Account: New ___ Revised ___ Delete Account ___ Transfer* ___

Legal Name: _____
Last First Middle Initial

Preferred Name: _____ ROOM # _____
Last First

Department: _____ Division No. |_|_|_|_|_|-|_|_|_|_|_|_|_|_|

Position/Title: _____ Supervisor: _____

Office Phone: (_____) _____ - _____ Office Fax: (_____) _____ - _____

GroupWise

GroupWise - Email Account

GroupWise - Mail Distribution Lists

- 1.) _____
- 2.) _____
- 3.) _____
- 4.) _____
- 5.) _____

Network Printers

- 1.) _____
- 2.) _____
- 3.) _____

File & Folder Access Specify folder (not drive letter) and level of access

- _____ Read Write
- _____ Read Write
- _____ Read Write

Departmental Approval: _____ Date: _____

Do Not Write Below - System Administrator Use Only

System Administrator: _____ Date: _____

Campus: _____ Date: _____ HEAT AD

Login ID: _____ Password: _____ Server: _____

GW Password: _____ GW Alias: _____@dcccd.edu

*Transfer Date: _____

Campus From: _____ Campus To: _____