

University of Detroit Mercy - Computer Center

Network/APECS /Email Account Application

Addition/Deletion and Change requests

Administrators, Faculty, Staff and Work Study Accounts Only

Instructions: Please complete all requested information and obtain all necessary signatures. Upon completion please send or fax the application to the Computer Center main office - 20 FAC Bldg. McNichols Campus Fax - (313)993-3321 Send all requests: ATTENTION: HelpDesk Please be advised that applications can take up to five (5) business days to process.			
Today's Date: ____/____/____		Effective Date: ____/____/____	
Action: <input type="checkbox"/> New Account <input type="checkbox"/> Account Deletion/Disable <input type="checkbox"/> Email Account Only <input type="checkbox"/> Change to Account			
Who needs the Account: (Please Print)			
Last Name: _____		First Name: _____ MI _____	
Title: _____			
College/School: _____			
Department: _____			
Campus: (Please check One) <input type="checkbox"/> McNichols <input type="checkbox"/> Outer Drive <input type="checkbox"/> Law			
Employee Signature: _____			
Building and Room Number: _____		Campus Phone Number: _____	
Access Required: (Please check all that Apply)		Requested Change:	
<input type="checkbox"/> Apecs <input type="checkbox"/> Financial <input type="checkbox"/> Student		Reason: (Change or Deletion only) _____ _____	
<input type="checkbox"/> Email			
<input type="checkbox"/> Network Account		Change/Correction	Account Deletion\Disable
Authorization:			
Dean/Director/Supervisor Name: _____		(Please Print)	
Dean/Director/Supervisor's Signature: _____		(Required)	
Internal Use ONLY			
Received: ____/____/____		Date Entered: ____/____/____	
By: _____			
Ticket Number: _____		Routed to: <input type="checkbox"/> Network Management <input type="checkbox"/> Database Administrator	
Network Logon ID: _____		Temporary Password: _____	
Email Logon ID: _____		Temporary Password: _____	
User Code: _____		Temporary Password: _____	
Apecs Sign On _____		Op-ID: _____ HL: _____	
<input type="checkbox"/> Supervisor Notified		Date: ____/____/____	
		<input type="checkbox"/> New employee package sent	