

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

LAN/Office Support ID Request

CID No. |_|_|_|_|_|_|_|_|

Social Security No. |_|_|_|_|_|_|_|_|_|_|_|_|_|_| New ____ Revised ____ Delete Account ____
*Transfer ____

Legal Name: _____
Last First Initial

Preferred Name: _____
Last First

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

PSS Faculty Administrator Part-time Full-time

Position/Title: _____ Supervisor: _____

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

GroupWise

GroupWise - Email Account

GroupWise - Mail Groups

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

GroupWise Alias (optional)

Standard Office Software

MS Office: MS Word, Excel
Access, PowerPoint

Netscape Communicator

On Campus Today (Richland Only)

Dept. Network Apps.

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

Access to Shared/Data Drives

List Departmental Folders:

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

Departmental Approval: _____	Date: _____
System Administrator: _____	Date: _____

System Administrator Use Only

Campus: _____ Date: _____

Login ID: _____ Password: _____ Server: _____

***Transfer Date:** _____

Campus From: _____ Campus To: _____