

Workshop Accounts for CaTS Computer Classrooms

Temporary workshop CAMPUS accounts are required for workshops held in CaTS Computer Classrooms. This account provides access to email, WINGS, and the Internet. Accounts are valid for the workshop only. Account sheets with passwords should be collected and returned to CaTS immediately upon completion. Reservations are the responsibility of the instructor.

CaTS requires FIVE working days notice to verify, generate, and print these accounts. Accounts should be picked up and signed for at the Help Desk in **025 Library Annex**. Requests may be faxed to (937)775-3331.

Requested by: _____ Phone Number: _____

Person Authorized to Receive Accounts: _____

Date/Time of Workshop: _____

Workshop Name: _____

Number of Accounts Required: _____

Signature: _____

Date: ___/___/20___

For Computing & Telecommunications Services Purposes Only

Completed: ___/___/20___

Completed by: _____

Picked up: ___/___/20___

Received by: _____

CaTS employee releasing accounts: _____

Return this form to the CaTS Account Manager after releasing accounts to the instructor.