

# Computer Account Application

## Computing and Telecommunications Services

Please read and fill out this application completely. Applications that are not complete or for persons not already processed in Human Resources, School of Medicine, or the Registrar will not be processed. If you have questions about this application, contact the Help Desk. Please return completed application to the **Help Desk** in **025 Library Annex** or fax to (937)775-3331.

### \*Required Fields

Last Name\*

First Name\*

Middle Name\*

WSU Association\* (check one)

- Faculty
- Classified/Unclassified Staff
- SOM Affiliate/SOM Resident
- Other (Please Explain):

Department\*

University ID #\*

\*\*If this person is a NEW faculty, staff, contract employee or similar and has not been processed by Human Resources, Registration, or the School of Medicine, then the following **MUST** be filled in for Human Resource/Banner purposes.\*\*

Soc. Sec. Number

Ethnicity

Gender

Date of Birth  
(MM/DD/YYYY)

Campus Location

Dept. Org #

U.S. Citizen? y/n

### Reason for Request

If authorization required, list **Begin** and **End** dates: **Begin:** \_\_\_\_\_ **End:** \_\_\_\_\_

**Authorizing Signature (print name and sign):** \_\_\_\_\_

Department Contact and Title

Phone Number For Contact Person

Applicant's Phone Number

FAX Number

### Legal Responsibilities:

The purpose of this statement is to inform you of your legal responsibilities and requirement as a user of Wright State University computer systems.

Your account is to be used only for authorized use. All users must be registered with Computing and Telecommunications Services. Frivolous applications, commercial use, and unauthorized use or misuse (game playing, unauthorized use of files, any form of personal harassment, etc.) are prohibited and could result in the loss of your account and charges being brought against you through an appropriate University office. Your account(s) is (are) for your use only; sharing of accounts and passwords is strictly prohibited. For acceptable use guidelines for campus computing, see:

<https://policy.wright.edu/policy/11210-responsible-use-university-computing-resources>.

Students must be authorized to register for classes to obtain and maintain an account. Access will be disabled if you are no longer an authorized student of Wright State or a graduate of Wright State.

Password resets can be done in person with a government issued identification card (ex: non-expired driver's license). If this is not possible, please contact the CaTS Help Desk.

I have read, understand, and accept the above responsibilities as an account holder, and I agree to comply with these and all WSU Computing and Telecommunications Services policies and conditions.

Applicant's Signature: \* \_\_\_\_\_

Date: \_\_\_\_\_

**Account Type(s):**

CAMPUS Account

Student Employee Account

*Supervisor signature required below for student applicant*

\_\_\_\_\_

If you are replacing someone from within your department, please indicate: \_\_\_\_\_

**Shared Access Rights:**

Other applications/services: \_\_\_\_\_

**Departmental Shared Directory (special):**

Directory Name

Status (please circle):

Directory Owner Signature:

\_\_\_\_\_

*read only read/write*

\_\_\_\_\_

\_\_\_\_\_

*read only read/write*

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\_\_\_\_\_

*read only read/write*

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**Banner – Complete access request forms at the links referenced below:**

**WINGS Express:**

*Faculty and Advisor Access:* Fill out the WINGS Express Faculty and Advisor Access form at

[www.wright.edu/information-technology/forms](http://www.wright.edu/information-technology/forms)

*Finance and WrightBuy Access:* Fill out the WINGS Express Finance and WrightBuy Access form at

[www.wright.edu/information-technology/forms](http://www.wright.edu/information-technology/forms)

**Banner Admin:**

Fill out the Banner Admin Access request at [www.wright.edu/information-technology/forms](http://www.wright.edu/information-technology/forms)

**Account Information** (to be completed by CaTS)

CAMPUS

Student Employee

Date of Activation

Date Client Informed

Help Desk Representative

ServiceNow Ticket #