



# Alverno College Faculty/Staff Network Account Request Form

## INSTRUCTIONS

- ✓ Please complete and sign this form, and return it to the Alverno Service Desk in Technology Services.
- ✓ A copy of this form will be returned to you when your account has been created.
- ✓ All Alverno employees are expected to read and follow the *Alverno Technology Use Policies*. This document is available online at <https://www.alverno.edu/techserv/departmentinfo/missionpolicies/TechnologyUsePolicy.pdf>.
- ✓ Please allow 2-3 business days for complete account setup.
- ✓ Contact the Alverno Service Desk at 414-382-6700 if you have questions.

## TO BE COMPLETED BY THE EMPLOYEE (PLEASE PRINT)

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

**NOTE:** Please use your **chosen name** from the Employee Information Sheet you completed for Human Resources so that your name in Alverno's global email address list will match the one printed on your ID card.

Are you an Alverno student?  No  Yes, current  Yes, previous ... Graduation Mo./Yr. \_\_\_\_\_  
If you are a current or previous Alverno College student, please see page 2 of this form for important information.

By signing below, I hereby certify that I have read the *Alverno College Technology Use Policies* and understand that failure to comply with them may result in loss of network privileges and/or disciplinary actions up to and including termination.

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

## TO BE COMPLETED BY THE HIRING SUPERVISOR (PLEASE PRINT)

Employee's Start Date: \_\_\_\_\_

Department: \_\_\_\_\_ Job Title: \_\_\_\_\_

Office #: \_\_\_\_\_ Phone Extension: \_\_\_\_\_ OR  Voicemail box only (we'll assign 3000 number)

Will this employee have teaching responsibilities?  No  Yes

Your answer to this question will determine the employee's access level for LiveText (ePortfolio).

I authorize Tech Services to provide the above employee access to the following network resources:

- Shared Folder(s) on the U: drive \_\_\_\_\_
- E-Mail Distribution List(s) \_\_\_\_\_
- Shared Mailbox(es) (e.g., [admissions@alverno.edu](mailto:admissions@alverno.edu)) \_\_\_\_\_
- Exchange Public Folder Resources (shared calendar) \_\_\_\_\_

Supervisor's name (please print): \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TECH SERVICES USE ONLY

Account Created by: \_\_\_\_\_ on (date): \_\_\_\_\_ Username: \_\_\_\_\_ Password: \_\_\_\_\_

\_\_\_\_ AD/Exchange \_\_\_\_ UM \_\_\_\_ Office 365 \_\_\_\_ LiveText \_\_\_\_ PaperCut \_\_\_\_ E-Mail Info to New Account List

## Attention Current or Previous Alverno Students

If you are a current Alverno student, or you have graduated within the past six months, you still have an Alverno student network account. We will transfer your student network account to an employee network account. You will be able to keep the same username and password.

- We will migrate your Office 365 student email to an employee Microsoft Exchange mailbox and change your email address format from [username@alverno.edu](mailto:username@alverno.edu) to [firstname.lastname@alverno.edu](mailto:firstname.lastname@alverno.edu).
- Any files you've saved in your OneDrive will still be available after your account is migrated.
- Any files you've saved in your Alverno Google Drive will also still be available after your account is migrated.

### IMPORTANT:

You will need to remain logged out of your student account and disconnected from your Alverno student email/calendar/OneDrive on your personal devices during your account migration. Please provide a phone number at which you can be contacted during normal business hours to schedule a time (a 3-hour window) for your account migration: \_\_\_\_\_. It probably won't take the entire time, and we will certainly contact you as soon as the migration is complete. At that time, you can log in again. We will talk you through re-connecting your Alverno email/calendar to your personal devices, as the method is different when you have an employee account.

### LET US KNOW:

Do you need the files from your student home directory (H: drive) transferred? Yes \_\_\_ No \_\_\_

*If you check Yes above, we will copy all the files in your student H: drive to your employee H: drive.*

*By checking No above and signing below, you are giving Technology Services permission to delete your student H: drive and all its contents.*

Signature: \_\_\_\_\_

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