

New River Community College

Information Technology Restricted Access Account Request Form

Complete this form to request login access for NON employees on NRCC computers for instructional purposes. This form can be used to request a temporary disposable account or a permanent guest account for your departments use. A temporary account must include start and end dates.

SECTION A: Requestor Must Complete

DATE of Request: ____/____/____

Please provide a brief reason for the request: _____

Department: _____ Requestor Name: _____

I would like to request a Permanent Guest account for my departments use:

OR

I would like to request a Temporary account for a presenter for the following dates.

Presenters Name: _____

DATES: Account should be valid from ____/____/____ ----- ____/____/____

As requestor you will be custodian of this account and those who have its information. The username and password information will be provided to you to share with the necessary individuals. If a permanent account is no longer necessary, or the credentials have been forgotten, please request assistance from the Help Desk.

Requestor Signature

Supervisor Signature

SECTION B: Technology Services Only

Help Desk#

Account Username _____

Requestor was notified and given credentials.

Added by: _____

DATE: _____

SECTION C: Technology Services Only

Help Desk#

Deleted by: _____

DATE: _____