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Subject:	New User Account and IT Equipment Request & Receive Form				

NEW USER ACCOUNT AND IT EQUIPMENT REQUEST & RECEIVE FORM

EMPLOYEE INFORMATION			
REQUESTER NAME:	BADGE NO:		
POSITION / JOB TITLE:	DATE:		
Mail Code:	Room number:	Building:	
COLLEGE: <i>(If not applicable, kindly check the not applicable box)</i>	<input type="checkbox"/> Not Applicable		
DEPARTMENT:			
MOBILE PHONE:	TEL:	FAX:	
Campus:	<input type="checkbox"/> Riyadh	<input type="checkbox"/> Jeddah	<input type="checkbox"/> Al Ahsa
Have you ever had a KSAU-HS account before? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If Yes, please provide previous username: _____			

	SERVICES REQUIRED		REMARKS	
◆	User Account	<input type="checkbox"/>		
◆	Email Access / MS Office	<input type="checkbox"/>		
◆	Blackboard Access	<input type="checkbox"/>	● Online Curriculum Agreement Form must be signed and attached.	
◆	QuestionMark Access	<input type="checkbox"/>	<input type="checkbox"/> Author	<input type="checkbox"/> Monitor (only)
			<input type="checkbox"/> Author (access all)	<input type="checkbox"/> Reporter
			<input type="checkbox"/> Blackboard Instructor	<input type="checkbox"/> Scheduler
			<input type="checkbox"/> Blackboard TA	
◆	Laptop	<input type="checkbox"/>		

AGREEMENT: I agree to the Internet Acceptable Use Policy ETP-A-18-4 and the E-Mail Usage and Retention Policy ETP 18-5 *Note: First time requesters are required to sign form "A-23B" for Internet and Email User Agreement (See Last Page)*

Requestor Name:

Signature:

MANAGER AUTHORIZATION (DEPARTMENT HEAD)			
NAME	SIGNATURE	BADGE NO	DATE

Revision #:	8.1	Supersedes:	8.0	Date:	April 27, 2016
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E-Mail/Internet User Agreement

FORM A-23B

I have read the Internet Acceptable Use Policy # POLICY_ETP-18-4, dated _____ and E-mail Usage and Retention Policy # POLICY_ETP-18-5, dated _____ (Policies are available on the EduTech Website). I recognize and understand that the University's e-mail and Internet systems are to be used for official purpose only. I understand that use of these services for private purposes is strictly prohibited.

As part of the University and use of KSAU-HS gateway to the Internet and E-mail system, I understand that this Internet and E-mail Usage Policy applies to me. I have read the aforementioned documents and agree to follow all policies and procedures that are set forth therein. I further agree to abide by the standards set in the document for the duration of my employment with KSAU-HS. I understand that e-mail and Internet usage may be monitored by the University to ensure compliance with the Policies.

I am aware that violations of these Policies may subject me to disciplinary action, up to and including discharge from employment. I further understand that my communications on the Internet and e-mail reflect KSAU-HS to our students, faculty, associated universities and other educational facilities. Furthermore, I understand that this document may be amended at any time.

Employee's Printed Name:	
Badge No:	Department:
Date:	Signature:

NOTE: PLEASE RETURN THE FILLED FORM WITH A PHOTOCOPY OF YOUR BADGE TO THE CORPORATE EDUCATIONAL TECHNOLOGY SERVICES OFFICE – MC 3114
 IF YOU HAVE ANY QUESTIONS PLEASE CONTACT THE HELPDESK EMAIL helpdesk@ksau-hs.edu.sa

FOR CORPORATE EDUCATIONAL TECHNOLOGY SERVICES USE ONLY

EDUCATIONAL TECHNOLOGY SERVICES APPROVAL			
<input type="checkbox"/> APPROVED		<input type="checkbox"/> DISAPPROVED	
COMMENTS:			
NAME:		TITLE:	
SIGNATURE:		DATE:	

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