UCLA School of Nursing Network Access Request Form

Use this form to request a new UCLA School of Nursing network login ID. Please fully complete it and return it to the Information Technology office, located in rm. 4-230 Factor Building. When your new account has been created, the account user will be notified of their new login name and password. All new users must attend an orientation, which may be scheduled at or after the time this formed is completed. Please direct any question to Information Technology at x72666.

THIS FIELD IS FOR **IT OFFICE USE ONLY**

User ID Assigned

☐ E-mail addess to appear as "UserID@sonnet.ucla.edu" ☐ No e-mail addess assigned
☐ Added: "All Faculty/Staff" list ☐ Added: Barracuda list ☐ Orientation Packet given

Personal Information

First Name M.I.
Last Name
UCLA Logon ID (Ex. joebruin@ucla.edu)
University ID # (Ex. 111-222-333)

UCLA Logon & UID REQUIRED for email

Office
Phone
End Date (opt.) / / (mm/dd/yyyy)

Postion Type

☐ Faculty ☐ Staff ☐ SON Student ☐ Work Study ☐ TA ☐ Other

School Department

☐ ACHS ☐ TS ☐ Administration ☐ Business Office
☐ HPS ☐ Academic Affairs ☐ Student Affairs ☐ Other

Systems Needs

☐ Copier Printing and Copying
☐ CENTRAL Student Affairs Database
☐ UCLA Payroll/Personnel System
☐ Other
☐ PureEdge Viewer (Grant Finances)
☐ QDB/FPM Financial Plugin for Excel
☐ QDB Payroll/Personnel

Network Folder Access/Special Folder Access/Other Needs

Consent

User: I understand that and agree that I will use this account and the network services provided thereby for legitimate purposes in accordance with School of Nursing UCLA and UC policy and regulations.

New Account User Signature **Date**

Supervisor/Sponsor and Human Resources: I approve this account request as shown above

Sponsor/Supervisor Signature and Date **Human Resources Signature and Date**

Supervisor/Sponsor and HR signatures are *REQUIRED* before account can be created

Check List:

HR Confirmed ◎
Security Training ◎
AD ◎
Q: ◎
EM ◎
UCLA ID ◎
Copiers ◎
2 3 4 5 HR ◇◇◇◇◇
SON EM ◎
All SON EM ◎
All Staff ◎
All Faculty ◎
ACHS ◇ **LP**
HPS ◇ **DKG**
TS ◇ **LD**

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