

Account Request/Preservation Form

Please complete this form by **TYPING** all required information. Print the form, provide signatures and fax the form to (504) 988-8505, or scan the form and e-mail to accounts@tulane.edu. Requests will not be processed if signatures are not provided.

If you intend to teach using Blackboard, your account must be created in Banner Student System. Please contact the Registrar's Office so they can enter your profile into Banner. DO NOT use this form!

| | | |
|------------------------------------|--------------------|--------------|
| Last Name: | First Name: | M.I.: |
| Tulane ID if known: | Phone: | |
| Date of Birth (mm/dd/yyyy)* | | |
| Personal E-mail Address: | | |
| Address: | | |
| City: | State: | Zip: |

** Use for account verification*

Requesting Department

| | |
|---------------------------------------|---------------|
| Department: | |
| Dean/Director/Department Head: | |
| E-mail Address: | Phone: |

Affiliation

Non-paid staff
 Visiting Scholar (non-teaching)
 Contractor
 Community Volunteer
 Emeritus Faculty
 Other Specify _____

Type of Account

Full Access
 LDAP Only
 Library Remote Access
 E-mail Only
 Account Preservation

I have reviewed the Account Acceptable Use, E-mail, and Peer-to-Peer Sharing Policies posted on the website of Tulane Information Security Office (security.tulane.edu) and I agree to abide by those policies with regard to network use, e-mail and file sharing.

Requester Signature _____ Date _____

Authorized Department Signature _____ Date _____

***** FOR TECHNOLOGY SERVICES USE ONLY *****

| | |
|----------------------------|--------------------------|
| Received Date: | Authorized By: |
| Account Start Date: | Account End Date: |