



**UNIVERSITY OF THE EAST**  
 Information Technology Department  
**REQUEST for an IT ACCOUNT**

ITDept. Form No. 13.0.s2012

RITAF NO. [     -13-     ]

- NEW**                       **RESET / RE-ISSUE**

Name:				ID No.:
Position:				College / Department:
<input type="checkbox"/> Regular	<input type="checkbox"/> Sem-to-Sem	<input type="checkbox"/> SY-to-SY	<input type="checkbox"/> Casual	<input type="checkbox"/> Probationary

Reason / Justification for Request:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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CHECKLIST	
<b>ACADEMIC</b>	
<input type="checkbox"/> Grades Entry	<input type="checkbox"/> Web Mail
<input type="checkbox"/> Faculty Portal	<input type="checkbox"/> WiFi Access
<input type="checkbox"/> UE System	<input type="checkbox"/> Others
<i>Use separate form to request access</i>	

*By signing this form, you are certifying that all information provided is true and correct and likewise authorizing ITD to process the information for the purpose of creating an IT Account to access UE System/Modules. This form will be kept secured and disposed of properly after the prescribed holding period.*

\_\_\_\_\_  
 Signature over printed name

APPROVED for Implementation:

\_\_\_\_\_  
 (Dean/Director/Dept. Head/ITD Director)

For IT Department Use only		Date Received:	
<input type="checkbox"/> Grades Entry	Account Name:	Date Created:	Validity:
	Default Password:		
<input type="checkbox"/> Faculty Portal	Account Name:		
	Default Password:		
<input type="checkbox"/> Web Mail	Account Name:		
	Default Password:		
<input type="checkbox"/> WiFi Access	Account Name:		
	Default Password:		
Remarks:		User Acceptance (Signature over Name & Date):	
Database Admin	(Date)	Techsupport Verification	(Date)
		Internal Audit	(Date)