

Sam Houston State University



Computer Account Request Form

Contact: Information Resources Helpdesk
(936)-294-1950 or Helpdesk@shsu.edu

All fields must be completed before an account can be created.

Type of Request

Nell

Department Webpage* (Will include email.)

Department/Status Change (ie. Student hired as full time faculty or staff)

E-Mail Only

Visitor Account* (Available for a maximum of one year)
Please explain your need for a Visitor Account.

*Date of Change: _____

Requested username: _____

Applicant's Information

Name: _____
First Name MI (Required) Last

SamID Number: _____ Campus Phone: _____

Department: _____

Current SHSU Username (if applicable): _____

Applicant's Status

Faculty Staff Student Employee Organization Sponsor

Acceptance Agreement

By signing below I certify that the usage of this computer account is for official service of Sam Houston State University, and that I have read, understand, and will abide by the University [Computer Use Policy](http://www.shsu.edu/~ucs_www/policy.html) (http://www.shsu.edu/~ucs_www/policy.html).

I also acknowledge that as a Sam Houston State University employee I am governed by the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment, FERPA) which ensures the confidentiality of student records. Release of student information without the written consent of the person identified in the document is a violation of Sec. 438 Public Law 90-247.

Applicant's Signature _____ Date _____

Dept. Head Signature (Dean/VP required if Visitor request). _____ Date _____ Email (for notification) _____

*** If you are requesting an Organization or Department webpage account, only the Applicant Signature is needed. If you are requesting a Visitor account, both signatures are required. Visitor accounts will only be active for a maximum of one year.**

Campus Mail: Box 2449 or Fax to: x4-1231

Received By: _____ New Username (if applicable): _____