

ACADEMIC(FACULTY) LOG-IN ACCOUNT REQUEST



IT Dept
755-6789, Bldg E, 113
ithelp@hartnell.edu

Date:	
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EMPLOYEE INFORMATION:		
Last, First, MI	Employee ID# (REQUIRED – please obtain # from HR)	
TEACHING LOCATION:	☐ Main Campus ☐ Alisal Campus ☐ King City	
EMPLOYMENT STATUS		
<i>Please select job status and provide a contact# to notify you when account is ready:</i>		
☐ FULL-TIME Phone#/E-mail: _____ ☐ ADJUNCT (P/T)		
NOTE: <u>New Counselors/Librarians</u> – THIS FORM IS NOT FOR YOU – Please complete the <u>ADMIN_Computer Account_NEWLogin_Form</u> located on the <u>R drive/IT_Department/Forms</u>.		
AREA(S) OF TEACHING:		
☐ Advanced Technology & Applied Science ☐ Athletics, Health-Physical Education and Sport Counseling ☐ Distance Education ☐ Language, Learning Support and Resources ☐ Math, Science & Engineering ☐ Nursing & Allied Health ☐ Social & Behavioral Sciences		
REQUIRED SIGNATURES:		
*Employee:		
VP or Director responsible for employee:	Signature: _____ Please Print Name: _____	Date: _____

**Note: If instructor is unavailable for signature, manager's signature will suffice to initiate account.*

Please submit form for processing to IT Dept, E-113 or email it to ithelp@hartnell.edu

FOR IT STAFF ONLY

Account created by:	Assigned email/ID:	Date: