**ACADEMIC(FACULTY)**
**LOG-IN ACCOUNT REQUEST**

**Date:**

<table>
<thead>
<tr>
<th>EMPLOYEE INFORMATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last, First, MI</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TEACHING LOCATION:</th>
<th>Main Campus</th>
<th>Alisal Campus</th>
<th>King City</th>
</tr>
</thead>
</table>

**EMPLOYMENT STATUS**

*Please select job status and provide a contact# to notify you when account is ready:*

- [ ] FULL-TIME
- [ ] ADJUNCT (P/T)

**Phone#/E-mail:** ____________________________

**NOTE:** New Counselors/Librarians – **THIS FORM IS NOT FOR YOU** – Please complete the *ADMIN_Computer Account_NEWLogin_Form* located on the *R drive/IT_Department/Forms*.

**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:

**Signature:** ____________________________

**Please Print Name:** ____________________________

**VP or Director responsible for employee:**

**Signature:** ____________________________

**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**

<table>
<thead>
<tr>
<th>Account created by:</th>
<th>Assigned email/ID:</th>
<th>Date:</th>
</tr>
</thead>
</table>

**IT Dept**

755-6789, Bldg E, 113

ithelp@hartnell.edu