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<b>Subject:</b>	New User Account and IT Equipment Request & Receive Form				

## NEW USER ACCOUNT AND IT EQUIPMENT REQUEST & RECEIVE FORM

EMPLOYEE INFORMATION					
REQUESTER NAME:			BADGE NO:		
POSITION / JOB TITLE:			DATE:		
Mail Code:	Room number:		Building:		
COLLEGE: <i>(If not applicable, kindly check the not applicable box)</i>			<input type="checkbox"/> Not Applicable		
DEPARTMENT:					
MOBILE PHONE:			TEL:	FAX:	
Campus:	<input type="checkbox"/> Riyadh	<input type="checkbox"/> Jeddah	<input type="checkbox"/> Al Ahsa		
Have you ever had a KSAU-HS account before? <input type="checkbox"/> YES <input type="checkbox"/> NO					
If Yes, please provide previous username: _____					

SERVICES REQUIRED	CORPORATE EDUCATIONAL TECHNOLOGY SERVICES USE ONLY REMARKS
◆ User Account <input type="checkbox"/>	
◆ Email Access <input type="checkbox"/>	
◆ Blackboard Access <input type="checkbox"/>	● Online Curriculum Agreement Form must be signed and attached.
◆ Workstation <input type="checkbox"/>	
◆ Laptop <input type="checkbox"/>	
◆ Personal Printer <input type="checkbox"/>	
◆ Scanner <input type="checkbox"/>	
◆ Software Setup Please List the Required Software: <input type="checkbox"/>	

**AGREEMENT:** I agree to the Internet Acceptable Use Policy ETP-A-18-4 and the E-Mail Usage and Retention Policy ETP 18-5 *Note: First time requesters are required to sign form "A-23B" for Internet and Email User Agreement (See Last Page)*

**Requestor Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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**MANAGER AUTHORIZATION ( DEPARTMENT HEAD)**

NAME	SIGNATURE	BADGE NO	DATE
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**FOR CORPORATE EDUCATIONAL TECHNOLOGY SERVICES USE ONLY**
**EDUCATIONAL TECHNOLOGY SERVICES APPROVAL**
 APPROVED                       DISAPPROVED

COMMENTS:

Name	Signature	Date
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**ADMINISTRATION - USER & EXCHANGE CREATION**

◆	USER NAME			
◆	INITIAL PASSWORD	This is a temporary password which will be asked to change by the user at first logon.		
◆	DOMAIN	<input type="checkbox"/> Riyadh <input type="checkbox"/> Al Ahsa <input type="checkbox"/> Jeddah		
◆	CREATED BY	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">SIGNATURE</td> <td style="width: 50%;">DATE</td> </tr> </table>	SIGNATURE	DATE
SIGNATURE	DATE			

**ASSIGNED EQUIPMENTS**
 AVAILABLE

 NOT AVAILABLE

**NEW EQUIPMENT ASSIGNED INFORMATION**

◆	CPU	MODEL	
		SERIAL NO	
		ITS NO	
◆	MONITOR	MODEL	
		SERIAL NO	
		ITS NO	
◆	PRINTER	MODEL	
		SERIAL NO	
		ITS NO	
◆	OTHERS		

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### SOFTWARE INSTALLED

◆	APPLICATION MATRIX		
◆	SOFTWARE MATRIX		
◆	INSTALLED BY	SIGNATURE	DATE

### NETWORK CONFIGURATION

◆	COMPUTER NAME	
◆	IP ADDRESS	
◆	MAC ADDRESS	
◆	NETWORK PORT	
◆	ROOM NUMBER	

### CHECKLIST

◆	Software Matrix	<input type="checkbox"/>	
◆	Network Connectivity	<input type="checkbox"/>	
◆	Internet Access	<input type="checkbox"/>	
◆	Inventory Updates	<input type="checkbox"/>	
◆	Printer Configuration	<input type="checkbox"/>	
◆	Outlook Configuration	<input type="checkbox"/>	
◆	User Logon	<input type="checkbox"/>	

### ISSUED & INSTALLED BY

◆	NAME:		BADGE NO:	
◆	SIGNATURE:		DATE:	

### END USER ACKNOWLEDGEMENT

I, the undersigned hereby declare that all the above items have been received in working order and will be used according to the college policies.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**NOTE: PLEASE RETURN THE FILLED FORM WITH A PHOTOCOPY OF YOUR BADGE TO THE CORPORATE EDUCATIONAL TECHNOLOGY SERVICES OFFICE – MC 3114**  
 IF YOU HAVE ANY QUESTIONS PLEASE CONTACT THE HELPDESK EMAIL [helpdesk@ksau-hs.edu.sa](mailto:helpdesk@ksau-hs.edu.sa)

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FORM A-23B

## E-Mail/Internet User Agreement

I have read the Internet Acceptable Use Policy # POLICY\_ETP-18-4, dated \_\_\_\_\_ and E-mail Usage and Retention Policy # POLICY\_ETP-18-5, dated \_\_\_\_\_ (Policies are available on the EduTech Website). I recognize and understand that the University's e-mail and Internet systems are to be used for official purpose only. I understand that use of these services for private purposes is strictly prohibited.

As part of the University and use of KSAU-HS gateway to the Internet and E-mail system, I understand that this Internet and E-mail Usage Policy applies to me. I have read the aforementioned documents and agree to follow all policies and procedures that are set forth therein. I further agree to abide by the standards set in the document for the duration of my employment with KSAU-HS. I understand that e-mail and Internet usage may be monitored by the University to ensure compliance with the Policies.

I am aware that violations of these Policies may subject me to disciplinary action, up to and including discharge from employment. I further understand that my communications on the Internet and e-mail reflect KSAU-HS to our students, faculty, associated universities and other educational facilities. Furthermore, I understand that this document may be amended at any time.

Employee's Printed Name:	
Badge No:	Department:
Date:	Signature:

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