

# Application to Add New Computer Account or System

Sponsoring/Supervising PI: \_\_\_\_\_, \_\_\_\_\_  
Last First

Complete this section if you are adding a new CEOAS computer account. If this account is for a CEOAS student, do not use this form. CEOAS student accounts are processed through the CEOAS Student Programs Office.

Employee: \_\_\_\_\_, \_\_\_\_\_ (\_\_\_\_\_)  
Last First (Preferred Log-In Name, If Any)

Starting Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Type of CEOAS Appointment:  Teaching/Research Faculty  Adjunct/Courtesy/Joint Faculty  
 Research Associate/PostDoc/FRA\*  Professional Faculty  Non-CEOAS Student Worker  
 Visiting Faculty \_\_\_\_\_  Classified Staff  Other \_\_\_\_\_  
Departing Date

\* Appointment FTE must be .20 or greater. Accounts not available to RA/PD/FRA appointments below .20.

Discipline/Program:  GEM  G&G  OE&B  POA  
 MRM  Other \_\_\_\_\_

Office Location: \_\_\_\_\_ Telephone: \_\_\_\_\_

Complete this section if you are adding a new computer to the CEOAS network. NOTE: No personally owned computer nor machines that use non-English operating systems may be connected to the CEOAS network.

Type:  Mac  PC  Unix Workstation  Other \_\_\_\_\_

Operating System: \_\_\_\_\_  
(If Known)

Location: \_\_\_\_\_

Preferred System Name: \_\_\_\_\_

Comments/System Description: \_\_\_\_\_

<p style="text-align: center; margin: 0;"><b>RCS Use Only</b></p> <p>Date: _____</p> <p>Location: _____</p> <p>IP: _____</p> <p>Name: _____</p>
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PI Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CEOAS Dean's Office Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**INSTRUCTIONS:**

1. Complete above sections as needed.
2. PI submit application to Dean's office.
3. Dean's office route copy of approved application to CEOAS Accounting office.
4. Dean's office route approved application to CEOAS Research Computing Services.