



Computer Account Request Form

UNIVERSITY OF NEBRASKA AT KEARNEY
INFORMATION TECHNOLOGY SERVICES
114 OTTO OLSEN
KEARNEY, NE 68849
(308)865-8950

This form is a request for access to UNK services. Information on this form will be used to setup user account(s). You will be notified when accounts are available for use. Return the completed form to Information Technology Services.

ACCOUNT INFORMATION: Please type or print clearly

NAME First Name Known as Name Middle Initial Last Name (if different than First Name)

NU-ID# (required)

Will you have an office located on the UNK Campus? Yes No

Department

Full Job Title

Phone # (Work) (Home phone for retirees)

ACCOUNT ACCESS: Which of the following systems do you wish to access?

Email and Firefly (Employee Self Service) Email - Web Only (Retirees) NeSIS

(NOTE: Access to NeSIS data is restricted. Requests for NeSIS access require the NeSIS Access Authorization form. For Access to SAP, the financial system, complete the on-line form on SAPPHIRE -- check with your department secretary.)

NOTICE: Giving your username and password to any other person could result in disciplinary action.

Your signature on this form will indicate that the above information is correct AND you have read, understand and agree to abide by the Guidelines for the Use of Information Technology Resources at the University of Nebraska at Kearney and all information security policies, which are listed on the web at its.unk.edu. Any violation of these guidelines and policies could result in disciplinary action, including suspension, termination, and/or prosecution. You also understand that your use of computing resources, including e-mail, is subject to monitoring by the professional staff of Information Technology Services.

(Signature of requesting user) Date

(Signature of Department Director) Date

For Information Technology Services Use Only FRWD SN: PWD: