

**NORTH CENTRAL TEXAS COLLEGE - INFORMATION TECHNOLOGY SERVICES**

**WORK STUDY**

**SUBMIT AS ATTACHMENT TO TECHNOLOGY WORKORDER**

**MyNCTC > Help > Faculty/Staff > Submit a Ticket**

* **Student network accounts are deleted at the end of each semester HOWEVER**

**Work-Study accounts remain active while they are employed at NCTC**

* **PLEASE Notify Information Services Department when Work-Studies leave your Department**

|  |  |  |
| --- | --- | --- |
| **Today’s Date:** |  |  |
| **New Hire** |  |  |
| Work-Study Start Date: |  |  |

|  |  |
| --- | --- |
| **User Information** |  |
| Student Name |  |
| Student ID |  |
| Department Name |  |
| Supervisor |  |
| Office Location/Room number |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Accounts requested** |  |  |
|  | Network login |  |  |
|  | Email |  |  |
|  |  |  | Additional notes: |