

Please allow 3-5 business days for processing

NORTH CENTRAL TEXAS COLLEGE

INFORMATION TECHNOLOGY SERVICES

Account Request – Permission Changes - Reactivations

***These fields are required**

Today's Date:

Start Date:

User Status

- New Hire
- Internal Transfer
- Reactivation
- Employee Packet Submitted to Human Resources
- Faculty Full-Time Adjunct
- Staff Full-Time Part-Time

Campus Assignment(s)

- Bowie
- Corinth
- Gainesville
- Graham
- Flower Mound
- Dual Credit off Campus

User Information

FIRST NAME*	MIDDLE INITIAL*	LAST NAME*	PREFERRED NAME
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
POSITION TITLE	OFFICE LOCATION	REPLACING (EMPLOYEE'S NAME)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
PHONE EXTENSION	Non NCTC E-Mail Address	Is User an existing student at NCTC? YES <input type="checkbox"/> NO <input type="checkbox"/>	
<input type="text"/>	<input type="text"/>		

Department Information

DEPARTMENT*	<input type="text"/>	SUPERVISOR*	<input type="text"/>
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Account/Jenzabar EX Access

- Network
- Docubase Application Install
- Docubase Web Access Only
- Email
- Enter Requisitions
- Approve Requisitions
- Budget- 4digit Dept code _____
- Department Drive _____
- EX Group _____

For Internal IT Use Only

- AD
- Canvas
- EX Role
- *EML
- Exchange
- Camera Access
- HSC Building access badge