

Please allow 3-5 business days for processing



INFORMATION TECHNOLOGY SERVICES
Account Request – Permissions Changes - Reactivations
**These fields are required*

Jenzabar ID

User Information

First Name* Middle Initial*
 Last Name* Preferred Name
 Start Date
 Position Title Office Location
 Replacing (Employee's name)
 Phone Extension Non-NCTC E-Mail Address

Department*

Supervisor*

User Information

New Hire Reactivation Internal Transfer

Faculty

Full-Time Adjunct

Staff

Full-Time Part-Time

Campus Assignment(s)

Bowie	Graham
Corinth	Flower Mound
Gainesville	Dual Credit off Campus
Denton Exchange	

Account/Jenzabar EX Access

Network	Docubase Application Install	Docubase Web Access	Email
Enter Requisitions	Approve Requisitions	QLess Account	
Department Drive(s)		EX Group	

Additional Information

For IT use only

- AD
- Canvas
- EX Role
- *EML
- H:/drive
- Exchange

- Camera/Building access badge