NORTH CENTRAL TEXAS COLLEGE

Please allow 3-5 business days for processing

INFORMATION TECHNOLOGY SERVICES

Account Request – Permissions Changes - Reactivations

*These fields are required

CLEAR FORM

Jenzabar ID

User Information

First Name* **Middle Initial***

Last Name* **Preferred Name**

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**
☐ **Corinth**
☐ **Gainesville**
☐ **Denton Exchange**
☐ **Graham**
☐ **Flower Mound**
☐ **Dual Credit off Campus**

Account/Jenzabar EX Access

☐ **Network** ☐ **Docubase Application Install** ☐ **Docubase Web Access** ☐ **Email**

☐ **Enter Requisitions** ☐ **Approve Requisitions**

Department Drive(s) **EX Group**

Additional Information

For IT use only

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

☐ Camera/Building access badge