Generic Account Request

You must use Adobe Reader to complete this form electronically. Download the form first, do not open directly in a Browser.

Instructions for submission:

Complete form, sign and send a scanned copy to ithelp@viu.ca. If using a digital signature, save a copy of the file and send as an attachment to ithelp@viu.ca

Use of a Generic Account must comply with the **IT Generic Account Standard**

Name of Generic Account administrator: _____ *Title:* _____

Administrator must be a Dean/Director or above and must assume all responsibility for this account.

Phone number of Generic Account administrator: _____

Email address of Generic Account administrator: **_____**

Please provide at least one backup administrator for contact purposes:

*Name:*_____ *email:* _____ *Local* _____

Name: _____ *email:* _____ *Local* _____

*Previous name of the account (if applicable)*_____

Requested name for the new Generic Account: _____

All generic accounts are limited to 12 characters and will start with *g_requestedname.* (i.e. g_itstemp) . Please supply an alternate name as well.

Requested alternative name for Generic Account: _____

Date Generic Account required: _____ *Generic Account requires email? YES   NO*

Requested email address: _____@viu.ca *Display Name:* _____

Business reason for creation of a Generic Account (describe why you need it, who will use it (staff, students, casuals) how many people will be using it)

_____

_____

_____

_____

List any resources the users will need access to (mailbox, shared folders etc.)

_____

_____

Will the account need to be restricted in any way (only certain computers, or specific hours, etc.)

_____

Will you need the account to have access to wireless and be able to login to VIU-Secure?   Yes   No

Date Signed

The IT Service Desk Team will review this request before the account will be created. The Account Administrator may be asked to provide additional information.