



This form manages the creation and modification of student worker accounts and their given access.

Student Name: _____ Department: _____

All student worker accounts expire annually immediately following May graduation unless a prior date of expiration is requested. Alternate Expiration Date: _____

@Longwood.edu (secure) Email Account: Yes No

* Requests for Shared Email and Shared Calendar will automatically receive an @longwood.edu account/mailbox.

* These accounts will require the completion of the annual security awareness training.

Shared Email: Add User Delete User

Account Name: _____ @longwood.edu

Access: Reviewer Editor Send As

Other (please describe): _____

Shared Calendar: Add User Delete User

Calendar Name: _____

Share Access: Add User Delete User

Server Name: _____ Share Name: _____

Access: Read Change Mac User: Yes No

Network Printer:

Name of Printer(s): _____

Banner Access: For Banner access please complete the form found at <http://solomon.longwood.edu/media/information-technology-services/solomon/Student-Banner-Security.pdf> and return it to the Help Desk.

Other Access/ Requests _____

By signing below, you authorize access to Longwood systems for the above listed user.

Supervisor/ Point of Contact Signature: _____ Date: _____

Printed Name: _____ Telephone Number: _____