



## Student Worker Access Request Form

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 date of expiration is requested. Alternate Expiration Date: \_\_\_\_\_  
Student worker summer access is for summer only and will be deleted at the end of the summer.*

**@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.

<b>Shared Email:</b>	Add User	Delete User
Account Name: _____@longwood.edu		
Access:	Reviewer	Editor
		Send As
Other (please describe): _____		

**Shared Calendar:** Add User Delete User

Calendar Name: \_\_\_\_\_

<b>Share Access:</b>	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:** \_\_\_\_\_