Office 365 Email, Staff/Faculty Campus ID, and Network Access Form

Please read all information carefully.

OFFICE 365 EMAIL ACCOUNT AND CAMPUS ID CREATION FOR STAFF/FACULTY

Staff/Faculty Office 365 email account access and campus id creation:
Email accounts for staff and faculty are created by GSU IS&T once they receive notification from Human Resources (HR). The account creation could take between 2 – 3 weeks. NOTE: They will not notify you once the account has been created. After two weeks you can check the GSU directory to see if their name appears. If or when it does appear, please advise them to visit http://technology.gsu.edu/get-started-technology/faculty/ to get started learning about campus IT policies, complete their campus profile and create their campus id password. This process also applies for campus id creation.

Student Office 365 email account access:
The hiring manager will need to submit an email to GSU IS&T at help@gsu.edu and should include the following information: Student’s name, campus id, and the nature/purpose of the student needing an Office 365 account. Once their email account has been created, IS&T will notify the hiring manager (or person submitting the request) via email with the account information.

Non-person email accounts:
You can generate a Department/Scheduling (non-person) email accounts by completing an online form on the GSU Technology Services website. To complete the form visit http://technology.gsu.edu/help-center/requesting-a-dept-scheduling-account/

Once completed IS&T will notify you via email with instructions on how to access the account.

Questions? Contact HR (x-3308) and/or IS&T (x-4357, help@gsu.edu)

NETWORK ACCESS

Please complete the information below for proper network access. NOTE: Network access can’t be granted until the user’s campus id and password has been generated:

Name ____________________________________________________________________________
Campus ID ________________________________________________________________________
Department _______________________________________________________________________
Position (staff, temp staff, faculty, PT instructor, visiting scholar/faculty, temp instructor, GRA, PHD, student) ____________________________________________________________________________

Please indicate access needed to drives/folders, printers (Example: H and I drive, MKT03 printer, etc.).
_________________________________________________________________________________

Authorized by: ________________________________ Date: _______________________________

Cindy Congrove ________
Christian Ford ________