

NAME CHANGE

**BROWARD COMMUNITY COLLEGE
Information Technology**

**COMPUTER NETWORK SECURITY NAME CHANGE
Security Request Form**

You must contact Human Resources to have your personnel record changed before this name change can be processed by Information Technology.

A User Information

- ① Full Name: _____
- ② Title: _____ ③ Department: _____
- ④ Campus: Central Commercial DTC CHSE North South Overseas Ctr. Pines Center Miramar
- ⑤ Location:(building #)_____ (room #)_____ ⑥ Phone: 954-201-_____
- ⑧ Job Title/Position : Full-Time Career Employee Part-time Career Employee Administrator
 Full-Time Faculty Adjunct Faculty Student Worker

B Current UserID: *Please complete the following information to change your Mainframe/Novell/Groupwise UserID*

- ① Current UserID: _____
- ② New UserID: _____

C Authorization

User Signature: _____ Date: ____/____/____

Supervisor Signature: _____ Date: ____/____/____

Please print name: _____

Security Use Only!

SCM Unisearch Data Access _____ **Check for User Access**

(Delete current userid, create new userid.)

Service Desk _____ **Check for User Access**

(Inactivate current user id, create new userid)

Web Templates-Dsrazor _____ **Check for User Access**

(template info to new Novell ID)

Systems Use Only! _____ **Decision Analyzer, RAPS, VM**

Campus Ed-Tech Use Only!

Directories:
Login ID: _____
Container: _____

Distribution Lists (GroupWise):
 FACULTY ADMINISTRATOR
Other: _____

Campus Ed Tech Coordinator: _____ **Date:** _____
(Forward request to System Engineer for Personal Web Address)

(Please sign, date and return to the Help Desk, DTC)

**Keep a copy of this form for your records!
Send the completed and signed form to: Help Desk, DTC.**