



**Information Technology Department  
New Account Application**

This application is for Faculty and Staff only. You must fill in all fields below and attach this document to your Work Order and you can send an email to [helpdesk@sunymaritime.edu](mailto:helpdesk@sunymaritime.edu) with this application attached. Account creation will be based on this application only.

**ACCOUNT INFORMATION**

**Full Name:**

*First*

*Last*

*M.I.*

**Office Address:**

*Street Address*

*Building | Room #*

*City*

*State*

*Zip Code*

**Phone:**

**Title:**

**Department:**

**Reports to:**

**Start Date:**

**SELECT CHOICES BELOW:**

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| Create New User Account?               | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Create New Email Account?              | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Grant Access to H: Drive (Home Drive)? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Grant Access to Banner System?         | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Requesting Standard Desktop?           | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| Requesting Standard Laptop?            | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

Additional Request or Comment:

**DEPARTMENT APPROVAL**

**DEPARTMENT CHAIR/DIRECTOR**

**Full Name:**

*First*

*Last*

**Department:**

**Phone:**

**Email:**