



Information provided on this form will be used to allow you to access any and all authorized computing systems at Fort Hays State University. To protect your privacy, **changes to this form cannot be saved.** Your social security number will not be used for any other purpose or disclosed to anyone without your written consent, other than people who need it in order to grant you access to FHSU computing systems.

INSTRUCTIONS:

1. Fill out this form, print it off, and provide it to either your departmental secretary or Mark Griffin in the Computing and Telecommunications Center.
2. Your department will need to submit the appropriate CTC Request and provide this completed form to Mark Griffin.

After the above steps have been completed, your request will be processed. You will be contacted when your access to the requested systems is ready.

Name: _____

(as it appears on your
social security card)

First

Middle

Last

Social Security Number: _____ - _____ - _____

Signature _____

Date _____

You may mail this form to:

Mark Griffin

Fort Hays State University Computing and Telecom Center

600 Park Street

Hays, KS 67601

Or Fax it to Mark Griffin at 785-628-4133.