FORT HAYS STATE UNIVERSITY
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New Employee Data Form

Computing and Telecommunications Center

Tomanek Hall 101 • 600 Park St., Hays, KS 67601 • www.fhsu.edu/ctc/ • Phone: (785) 628-4235 • Fax: (785) 628-4133

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, **do not save changes to this form.** 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 at the e-mail address specified below when your access to the requested systems is ready.

Name: _____ _____ _____
(as it appears on your social security card) First Middle Last

Social Security Number: _____ - _____ - _____

FHSU Department Name: _____ **Job Title:** _____

Initial Communication Method for Account Access Instructions Provide an e-mail address (required).*
Instructions for initial access to your FHSU computing system accounts will be sent to this address.
E-Mail Address: _____

*If an e-mail address cannot be provided, please provide a secure, reliable alternate method for communicating this information to you in the space below.

_____

Signature _____ **Date** _____

You may mail this form to:
Mark Griffin
Computing and Telecommunications Center
Fort Hays State University
600 Park Street
Hays, KS 67601

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