

HELP DESK

Borough of Manhattan Community College
 The City University of New York
www.bmcc.cuny.edu

199 Chambers Street
 New York, NY 10007-1097
 tel. 212.220.8379
 fax. 212.220.2363

Please PRINT all information clearly.

Date

Last Name	First Name	M.I.

Department	Department's Main Ext.	Room #	Your personal Ext.

Do you need Door Access? CUNY Staff/Faculty ID Number (as it appears on ID card)	List below the doors you need Swipe Access to:	Do you need any keys? Please list the room numbers below:

Comments:

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If you are replacing a Staff/Faculty member, please provide: (Man # Located on the front of the PC)
 Name: _____ PC MAN#: _____

Reason: resigned terminated retired

POSITION	CREATE NEW ACCOUNT(S)	CHANGE PASSWORD(S) FOR:	BMCC ID CARD
<input type="radio"/> FACULTY F/T <input type="radio"/> FACULTY P/T	<input type="radio"/> NOVELL (to login to your PC) <input type="radio"/> LOTUS NOTES (e-mail)	<input type="radio"/> NOVELL <input type="radio"/> LOTUS NOTES <input type="radio"/> CUNYVM User ID _____	DOB: _____ YYYY/MM/DD
<input type="radio"/> STAFF Full Time <input type="radio"/> STAFF Part Time <input type="radio"/> STUDENT STAFF Full Time <input type="radio"/> STUDENT STAFF Part Time	<input type="radio"/> CUNYVM** (student database) <input type="radio"/> VOICEMAIL <input type="radio"/> PHONE SET <input type="radio"/> Department Copy Machine Access	<input type="radio"/> VOICEMAIL <input type="radio"/> LOCKED PHONE SET Extension _____	Gender: <input type="radio"/> Male <input type="radio"/> Female

APPROVAL

Please Provide ONE Signature of Approval Before Returning This Form to the Help Desk, Room S165

	DIRECTOR	CHAIRPERSON	MANAGER	**VICE PRESIDENT'S/DEAN'S SIGNATURE-CUNYVM ONLY ** EXCEPT Full-Time Faculty
PRINT NAME:				

Any missing or unclear Information will result in a delay in the process.

Shaded Areas below this line are for OFFICE USE ONLY.

COMPLETED BY	VERIFIED WITH (name/title)	DATE OF COMPLETION	<input type="checkbox"/> Web Directory Update <input type="checkbox"/> Profile Update <input type="checkbox"/> Profile Created