

Adjunct Faculty Information Technology
Set Up Sheet

Last Name: _____ First Name: _____ Middle Initial: ____

ID Number: _____

Network Username: _____ (is always your first initial,
middle initial and last name)

Network Password: _____ (password requirements: must be 8
or more characters, contain a mix of upper and lower case letters, include
numerals, is not based on any personal information, and is not based on any
dictionary word)

Student Information System Username: _____ (is always your ID
#)

SIS Password: _____

Department: _____

Title: _____

**The Director of your department and the Director of Human Resources
must sign and date giving the Information Technology Department
permission to create this account.**

Director's Signature

Date

Director of Human Resources Signature

Date