The Computer Account Request form needs to be completed by the user and signed by their immediate supervisor to obtain any computer account. Please check the appropriate box on the Computer Account Request form beside the system that you desire access. Below is a brief description of the various systems:

1. **CANVAS**- This account provides access the Web-based course-management system designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching. Canvas enables instructors to provide students with course materials, discussion boards, virtual chat, online quizzes, an academic resource center, and more.
2. **Datatel/Colleague**(Administrative System) - Accounts for this system are issued for general data entry users and users that require information that cannot be obtained easily from the Post View web based system. This is a first/preliminary step that only allows minimum access into the Administrative system at this time. After the account is created, your supervisor will receive a security access form for approval of the specific components of Colleague that you will be granted access to. This access will be provided based on the access necessary to perform your job duties. You will be notified by email when this additional access has been provided.
3. **Local Area Network**- This account provides access to various networked drive resources, creation and access to a VMI E-mail account, and Post View (Web access to Advisee info, Class Schedules, Class Rosters, Enter Grades and more) - This is the web interface for access to Colleague. All users of the computer system at VMI will be issued a Post View WebID. The actual things you can do may be very limited due to the built in security designed into the product.
4. **Informer** – This account provides access to create reports from Colleague.

Upon the Information Technology Department receiving the completed Computer Account Request form, with all information and signatures required, the appropriate account will be created and the Help Desk will notify your supervisor via email of your login access code and provide information on how to find out your password. However, Human Resources or the Registrar's office must complete the processing of this form before Information Technology can issue any Computer system ID's/access.

**** All personal information on this form will remain confidential and protected****

Note: This form is required by the State Auditors before access to any of the systems can be given.

Computer Account Request

Instructions: ◉ **New Account** ○ **Update Account**

1. Requestor must complete all information below. Form must be signed and dated by requestor & supervisor.
2. A **COPY** of form must be sent to HR or Registrar. (HR or Registrar's Office must complete processing)
3. The **ORIGINAL** form must be sent to Information Technology Department - Nichols Engineering.

By signing this form the requestor agrees that he/she is responsible for adherence to the policies and procedures set forth in the Appropriate Use Policy (General Order #50) and the Commonwealth of Virginia.

Legal Name (as it appears on Social Security Card)

First _____ Middle _____ Last _____

Job Title/Mil Rank _____ Social Security No. _____

Race _____ Gender _____ Date of Birth _____

Home Phone No. _____

******* The above information is required and will remain confidential and protected *******

Department or Office _____ Serial or Asset Tag of PC _____

Office Location _____ Department Phone _____

Desk Phone _____ Department FAX _____ VMI Cell Phone _____

Association with VMI: ◉ Classified ○ Faculty ○ Staff
(must select one) ○ ROTC ○ Other Specify: _____

Type of Account: ○ Canvas ○ Colleague ○ LAN (Email) ○ Informer
(*check all that apply*)

Signature:_____ Date: _____

Supervisor's Name: _____ Signature:_____ Date: _____

DO NOT WRITE BELOW THIS LINE - FOR INFORMATION TECHNOLOGY USE ONLY

Colleague ID/Clientele ID:_____ SM Enabled Date: _____ By:_____

Email Notification Date:_____ Assets Updated:_____

Platform	Colleague	Active Directory
Username		
Created By		
Date		