

## New User Account Request

(Please type or print legibly)

Name \_\_\_\_\_

First Name, Middle Initial, Last Name

Last 4 Digits of S.S.#: \_\_\_\_\_

Month/Day

of Birth \_\_\_\_ / \_\_\_\_

Expiration: \_\_\_\_\_

(Last day needed)

College ID Number \_\_\_\_\_

### Reason for Account

- Alumni
- Bookstore No Yes
- Chartwells Email:
- Clubs
- Print Index: \_\_\_\_\_
- Emeritus
- Email Only

- Loyola Hall Resident
- Summer Conference
- Teacher Evaluators
- WNY Writing Project
- YALT
- Other \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Extension: \_\_\_\_\_

Program or Department: \_\_\_\_\_

Date: \_\_\_\_\_

By using this account you agree to abide with the following rules and regulations:

[Acceptable use policy for employees](#)

Your request will be processed and you will receive a letter with your user name and password when completed. (Please allow 3-5 business days). Incomplete or illegible requests will delay processing.

Please return signed complete forms to: Helpdesk, Horan O'Donnell 016 or email to [helpdesk@canisius.edu](mailto:helpdesk@canisius.edu)

Revised 9/20/2023

ITS Office use only