

# Admin Account Application

To obtain an account on the Admin cluster, supply the information below, and return the form to the Division of Information Technology, Technology Support Services (UH mail code TSS-2002). You must attend a New User Orientation class before you can use your account. Call Shawn King at 713-743-1598 for an advance reservation in the orientation class.

**Note:** You must submit this form to Technology Support Services before attending the orientation class.

Name (including middle initial): \_\_\_\_\_ SSN: \_\_\_\_\_

Campus: \_\_\_\_\_ College: \_\_\_\_\_

Department: \_\_\_\_\_ Sub-department: \_\_\_\_\_

Campus Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Your Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Dean or Director's Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**FRS Signature Authority only** This request is for FRS signature authority only. If this box is checked, you cannot log on or access the system, nor are you required to attend the New User class.

**Dept. transfer or name change** → Change userid from: \_\_\_\_\_ To: \_\_\_\_\_

**Termination** → Deactivate userid: \_\_\_\_\_ Reactivate userid: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

New Userid: \_\_\_\_\_ Initial Password: \_\_\_\_\_

Class Date: \_\_\_\_\_ Date Received: \_\_\_\_\_ Date Completed: \_\_\_\_\_

\_\_\_\_\_  Profile Complete  VMS Complete Complete By: \_\_\_\_\_

Comments: \_\_\_\_\_

I have received my Admin userid, instructions on computer security, read and understood the Security Guidelines. I agree to comply with the rules as stated therein.

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