Network ID

Campus Computing and Network Services ONLY:

This form is to provide new college employees with their network id in the event one was not automatically created upon completion of the employment process. All users executing this form are reminded that they must comply with all MDC policy and procedures governing the use and operation of MDC technology, including but not limited to College Policy VII-1 and College Procedure 7900. Please complete the User Information section, answer the questions noted below, complete the contact information and submit the form if necessary to IASecurityRequests@mdc.edu

User Information

Name: _____

MDID: _____ Telephone #: _____

Department Name: _____

Campus: _____ Office Location: _____

Effective Start Date: _____

Before submitting your request to Information Assurance Security, please answer the following 2 questions noted below. If at any point you answer **YES** to any of these questions **do not submit this form.**

1. Is the account in AD? ☐ Yes (this means the account already exists).
   ☐ No.
2. Does the employee have an active assignment date greater than the current date?
   ☐ Yes (if the active assignment date is not the current date, the account will not be created until that set date).
   ☐ No.

To be completed by campus staff reviewing this request:

Campus Staff/Contact Person: _____

Campus: _____

Date Reviewed: _____