NOVELL/GROUPWISE USER FORM

* CHECK ONE: (*) Required
☐ ADD USER  ☐ DELETE USER  ☐ MODIFY

Replacing: ___________________________  Effective Date: ________________

PLEASE FILL IN THE ITEMS MARKED WITH AN ‘*’

* USER’S NAME:

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME USED</th>
<th>MI (optional)</th>
</tr>
</thead>
</table>

* USERS POSITION/TITLE:

* OFFICE BLDG & ROOM #:

<table>
<thead>
<tr>
<th>PC STATE #</th>
<th>Printer State #</th>
</tr>
</thead>
</table>
* OFFICE …PHONE

* DEPARTMENT:

Computer assigned?  Yes ☐  No ☐

832- 8832- 832-

* SUPERVISOR APPROVAL

Signed: ___________________________  Date: ________________

Please complete the above section and mail form to MIS Department

***** FOR MIS USE ONLY *****

USER LOGIN NAME

Must be the first seven (7) characters of the user’s last name and first initial.

NDS CONTAINER  NDS GROUP MEMBERSHIP

GROUPWISE ACCOUNT  YES ☐  NO ☐

GROUPWISE DISTRIBUTION LIST

ALL AT FAYETTEVILLE

NOVELL/GW DATE

TRACKIT DATE  WS #

1. All Items with an ‘*’ are required at the top of this form. Check one type - Add, Delete or Modify. Use Effective Date when needed.
2. If Add – Supervisor to add ‘Replacing’ info when signing.
3. Add Your Name the way you want it to be in the address book when someone is emailing you but still in Last, First order.
4. Position/Title – Example: Psychology Instructor, Adjunct Math Instructor, Secretary I, etc.
5. Office Bldg & Room # - use the building codes below plus the room number and cubical character if needed. Ex: HOS 616

   Buildings:  ADM = Administration  ECC = Early Childhood Center  NCB = Neill Currie Building
   ABR = Auto Body Repair Complex  FB = Fort Bragg  PSB = Print Shop Building
   ATC = Applied Technology Center  HOS = Horace Sisk  SLC = Spring Lake Center
   BGC = Botanical Garden Center  HTC = Health Technology Center  SC = Student Center
   CBI = Center for Business & Industry  LAH = Lafayette Hall  VCC = Virtual College Center
   CEC = Continuing Education Center  LRC = Learning Resource Center  WHS = Warehouse
   CUH = Cumberland Hall

6. Phone – If you don’t have a phone in your office use the phone number of your department secretary.
7. Have the form signed by your Department Chair and send to MIS.

REVISED 7/15/04