SOUTHERN STATE COMMUNITY COLLEGE

SSCC Computer Access and E-Mail Account request

If you need to have an account setup for access to SSCC computers and e-mail, please fill out this form and forward it to the office of Dennis Griffith, Information Technology Director, located at the Central Campus. Please be aware that this account is needed if you intend to access college computers in the LRCs or labs. We also have wireless LAN capabilities on all college campuses for your convenience, if you have a laptop so equipped. Please feel free to contact our IT Dept (Ext 2800) for any needs or questions that may arise.

> Note: Work-Studies will be required to use their student accounts. Their supervisor will need to contact the IT Dept to adjust permissions on the account. In addition, supervisors will be responsible to inform the IT Dept when their work-study is no longer with SSCC.

Your account name will typically be the first letter of your first name and full last name. If this is already in use, we will use your middle initial, (i.e. John E Smith, jesmith.)

_____

Your Full Name, include middle initial (please print)

Your password _____ (minimum of 8 characters – (please refer to ‘Creating a Strong Password’ document.)

Please check all that is applicable:

Part time staff □ Part time faculty □ | Computer Access □ | Email □ | Wireless □

Please indicate your immediate supervisor’s name.

_____

Name (please print)

Please keep your password private. Once we enter your password, you have the ability to change it to whatever you desire. Our system administrator cannot see your password, they can only reset or change it, if needed.

_____   _____

Signature   Date

Home Email and phone number where we can reach you to let you know your account is ready. (We prefer email, due to links we wish to send you on basic usage of the email system.)

_____

Thank you   DG