KUTZTOWN
U N I V E R S I T Y

As a convenience, the Office of Information Technology offers accounts to University offices and departments. These accounts serve the purpose of allowing approved individuals access to restricted resources on the Kutztown University network that cannot be accessed without network authentication. Responsibility for the use and abuse of an account resides with the responsible Department and the requesting individual. If any suspicious activity is detected, the account will be promptly disabled.

After final approval, please allow at least one week for accounts to be created and activated.

Approved accounts are restricted to a set time period unless approved by the President, Vice President, Director, Dean, or Chair. After the specified end date, the account will be automatically disabled and scheduled for removal.
- Contractor accounts may be issued for a period of up to 30 days.
- Graduate Assistant accounts are set to expire at the end of the academic year

The following accounts do not adhere to an expiration and will remain active until the account is no longer needed.
- Non-Personal mailboxes or accounts (Department, Group, or Club)

Section 1: User Account Information

*Name: **Request Type:**

Suggested User ID:

*Account Type:

*Mailbox Required:

Relationship to KU:

*Reason for Account:

Access & Restrictions:
List computers, servers, or services that the account will access. Select all that apply.

☐ Email   ☐ Other

☐ WiFi

☐ Computer login

*Account End Date:

Section 2: Responsible Department Information

*Requester: Name: Email:

*Department:

*Authorizing Official: Name: Email:

*Authorizing Official Signature: Date: