

Account Request for Temporary Employee or Contractor

This form is to be used for Temporary Employees and Contract Employees requesting accounts. Please have your supervisor/sponsor and Department Head/Manager/Dean fill out this form, print it, and return it with the required signatures to the ITS Help Desk. Be sure to attach a signed Confidentiality or Non-Disclosure Agreement if required.

Notice: By using any of CNM's systems, networks, or resources, users agree to accept the terms of the [College's Information Technology Use Administrative Directive \(IS-1002\)](#).

Please fill in the form with temporary or contract information:

First Name: Middle Initial: Last Name:
Name of Company: Contact Info:
Department you will work for: Choose One: Contractor Temporary Staff
CNM Phone Number (If Applicable): CNM Tag # (If Applicable):
Location: Expiration date of Account: (eg., 08/03/2007)
 Main Montoya
 South Valley Westside
 WTC

(If account expires, the account will be reactivated upon the supervisor's request.)

Account will be used for:

College Confidential Information you will have access to:

(If access to confidential information is granted, a signed Confidentiality/Non-Disclosure Agreement must be attached.)

Supervisor:
Supervisor's Email Address:
Supervisors Phone Number:

Temporary Employee needs these accounts: (Check all that apply)

- Banner
- Outlook (employee email)
- Passport
- Network (computer account)

Is employee paid through CNM Payroll? Choose one: Yes No

Approval Signature Block

Supervisor:
Dept. Head/Manager/Dean:
ITS Director:
Office Use: Heat Ticket#:

Print Name:
Print Name:
Information Security Officer: