



UAF Facilities Services Network Access Request Form (NARF)

For New Hire and Job Transfer Requests

Employee Full Name:

| | | |
|--|----------------|------|
| | | |
| First <i>(please write legibly)</i> | Middle initial | Last |

UA ID (30xxxxxx): _____

UA Username: _____

Job Title: _____

Start Date: _____

Division: _____

Shop / Unit: _____

Primary Work Cell#: _____

Primary Work Phone#: _____

Primary Workstation# (fs-xxxx): _____

Alternate contact email or phone (optional): _____

Account Type:

(check all that apply)

| |
|---------------------------------------|
| <input type="checkbox"/> New Employee |
| <input type="checkbox"/> Student |
| <input type="checkbox"/> Transfer |

| |
|------------------------------------|
| <input type="checkbox"/> Full-time |
| <input type="checkbox"/> Part-Time |

| |
|---|
| <input type="checkbox"/> Permanent |
| <input type="checkbox"/> Temporary until: _____ |

File Permissions - give same file access as: _____

AIM - give employee same access as: _____

(name of current or past employee)

Special Instructions:

I have verified that the preceding information is correct & hereby authorize access for the employee:

Supervisor Name: _____ Date: _____

Official Use Only:

Version: 1-15-15

FS.Local Username: _____

Creation Date: _____

Approved Computer Use Policy Agreement: _____

Date: _____