

Name (please print): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ SS#: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Department: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Ext: \_\_\_\_\_

Supervisor's E-mail Address: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Foundation Office Use Only**

Request Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**Campus IT Use Only**

School Email Address ([firstname.lastname@csueastbay.edu](mailto:firstname.lastname@csueastbay.edu)):

\_\_\_\_\_

NetID Number: \_\_\_\_\_ Activation Code: \_\_\_\_\_