



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 Dept. Head/Manager/Dean fill out this form, print it and return it with the required signatures to the ITS Service Desk. Be sure to attach a signed Confidentiality or Non-Disclosure agreement if required.

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

First Name: MI: Last Name:

Name of Company: CNM Contact:

CNM Department you will work for:

CNM Extension (if applicable):

CNM Tag# (if applicable) :

Location: Main Montoya South Valley Westside WTC Other

Expiration Date:

(if account expires, the account will be reactivated upon the supervisors' request)

You will be working as (choose One): Contractor Temporary Staff
 ITS Temporary Staff Other

CNM Confidential Information you will have access to:

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

Temporary Employee needs these Accounts:

Banner Outlook Passport Network

Other (Please specify):

Is employee paid through CNM Payroll? (choose one): Yes No

Approval Signature Block	
Supervisor: <input type="text"/>	Print Name: <input type="text"/>
Dept Head/Manager/ Dean <input type="text"/>	Print Name: <input type="text"/>
Information Security: Officer <input type="text"/>	ITS Director: <input type="text"/>