

**Newark Computing Services
Early Faculty & Staff Computer Account/Net ID Creation Form (Andromeda)**

Computer Accounts/NetID's on Andromeda are reserved for faculty and staff who are employed by Rutgers University. These accounts can usually be created after the employee's personnel data is posted to the Rutgers Online Directory after he/she receives the first paycheck. ⌘ If a new faculty or staff member needs an account on Andromeda, the Newark system, before their status is changed in the Directory, they may apply early by submitting this form.

Submit the form to:

Newark Computing Services Help Desk
Hill Hall, Room 109
360 Dr. Martin Luther King Jr. Blvd. ⌘ Newark, NJ ⌘ 07102-1895
FAX: (973) 353 -1246

After the form is processed, the applicant will be notified that an account can be created.

Part One: To Be Completed By The Applicant

Status: Faculty ____ Staff ____ (check one) **Gender:** M F (circle one)

Starting Date: _____

First Name: _____ Middle Initial: _____

Last Name: _____

Social Security #: _____

Birthdate: _____ (Month/Day/Year)

Rutgers Department / School / Institute: _____

Campus Address: _____

Campus Phone Number: _____ Extension: _____

Home Address: _____

Phone Number: _____ (daytime)

Alternate Email Address: _____

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_____ I agree to use this account in accordance with the Acceptable Use Policy Guidelines for Computing and Information Technology Resources (an online copy of these documents is available at: <http://oit.rutgers.edu/acceptable-use.html>)

Signature: _____ **Date:** _____

Part Two: To Be Completed By The Rutgers Dean or Director

First Name: _____

Last Name: _____

Department: _____

Job Title: _____

Email Address: _____

Campus Phone Number: _____ **Extension:** _____

Signature of Dean or Director

Print Name

Date: _____