



IT SERVICES
Sponsored Account Request/Renewal Form

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 Canada V5A 1S6

TEL 778.782.3234
 FAX 778.782.4242

itsinfo@sfu.ca
<http://www.sfu.ca/itservices/accounts>

This form must be signed by your Departmental Manager or Departmental Financial Signing Authority.

Complete and return this form to request or renew an SFU Computing Account.

	<input type="checkbox"/>	
DATE	NEW ACCOUNT? ----- OR -----	SFU COMPUTING ID FOR RENEWAL
	(Check if Yes)	

Contact Information - Enter information of the primary user of the account.

SURNAME	FIRST	MIDDLE	COMMON
BIRTHDATE (mm/dd/yy) Only required for new Personal Accounts.	CONTACT EMAIL Used for notifications regarding account.	PHONE #	

Type of account - Select ONE from the following:

<input type="checkbox"/> Personal (Non-Employee)	<input type="checkbox"/> Personal (Pending Appointment) SFU ID# _____
<input type="checkbox"/> Departmental Functional	<input type="checkbox"/> Other (specify): _____

For new Departmental Functional Accounts only - Request an account name.

NOTE: Account names must have at least 3 characters and no more than 8 characters.

FIRST CHOICE	SECOND CHOICE

For new Departmental Functional Accounts only - Select ONE of the following pickup locations:

NOTE: All new Departmental Functional Accounts must be picked up in person by the primary user or signing authority of the account, with photo ID. Primary users of Personal Accounts will be sent an email with further instructions; no pickup is required.

<input type="checkbox"/> SFU Burnaby (SH 1001)	<input type="checkbox"/> SFU Vancouver (HC 1300)	<input type="checkbox"/> SFU Surrey (SRY 3505)
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Please provide a brief statement of the purpose for your request:

Authorization from Department Signing Authority - Annual rate: \$25 for all new accounts and account renewals.

Account to be billed | _____ - _____ - 8671

NAME OF FINANCIAL SIGNING AUTHORITY	SIGNATURE	SFU LOGIN ID
TITLE	DEPARTMENT	PHONE #

To be completed by IT Services (ref: 11-48135-8672)

DATE RECEIVED	BY (INITIALS)	DATE PROCESSED	BY (INITIALS)	DATE OWNER INFORMED
				BY (INITIALS)
SFU COMPUTING ID ASSIGNMENT	EXPIRY DATE			