

**Computer Logon Account and E-mail Request Form**

Once Form is Complete, Please Submit Original Hard Copy to Persi Cofresi, 9th Floor Dean's Office  
Please Allow Up To One Week for Processing

Form Completed By: \_\_\_\_\_  
Print Name Signature Date

Employee Name \_\_\_\_\_  
Last First

Baruch ID Card # \_\_\_\_\_

CUNYFirst EmplID# \_\_\_\_\_

RF # \_\_\_\_\_

MSPiA Department/ Center \_\_\_\_\_

Job Title \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Note: For All Positions Note: For All Non Full-Time Positions

**Funds:** \_\_\_\_\_

Position Held  Full Time Faculty  Adjunct Faculty  Graduate Assistant  
 Full Time Staff  Part Time Staff  Volunteer  
 Census Research Affiliation  Practitioner/Instructor  Guest

Computer Location  135 East 22nd Street (Bld. D)  17 Lexington Ave (Bld. A)  
Floor \_\_\_\_\_ Rm. No. \_\_\_\_\_ Work Station \_\_\_\_\_

Computer Access  Yes  No

Baruch E-mail  Yes  No If YES please provide employee's CUNYFirst EmplID # or RF#

Note: For MSPiA IT Dept. Use Only

Reports to: \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE FOR OFFICE USE ONLY

Employment/Start Date Confirmation \_\_\_\_\_  
Confirmation Start Date

Form Approved By: \_\_\_\_\_  
Rusudan Chitaia Date