



Computing & Telecommunications ACTION Form

Name:		SSN:
Date of Birth:	Instructor Number:	Is this request for a student worker? <input type="checkbox"/> Yes <input type="checkbox"/> No
Bldg/Room:	Extension:	Account Code: Account Sponsor Signature:

Is this access request identical to another User's access? No Yes – UserID to match:

RESOURCE AUTHORIZATIONS: Authorizations are required for any OSAGE access.

_____ Business Affairs

_____ Academic Affairs

_____ Financial Services

_____ Auxiliary Services

_____ Parking & Traffic

_____ Physical Plant

- All required signatures must be provided before Computing & Telecommunications can process this form.
- After submitting the form to Computing & Telecommunications, please allow at least two working days for processing.
- Passwords will only be given the first time the user accesses them via *NSU Web Services* or *Excels*.

I am a new faculty member. How do I get my access information?

[NOTE: This is only applicable for new NSU net users.]

As a new user, you can get your access information using either method listed below.

- *NSU Web Services* at <https://osage.nsuok.edu:8443/nsuEntry.shtml>
- *Excels* Automated Telephone Registration Service (on-campus x5580 / off-campus 918-458-0888)

I have my NSU UserID and NSU NT-password. How do I get my Osage password?

The person listed in the "Name:" field of this form will get their Osage password by calling Excels, on-campus x5580 or off-campus 918-458-0888. (Note: Please allow at least two days for processing after the date Computing & Telecommunications receives this form.)

For assistance with access or computer problems, call Microcomputing Services Center (MSC) at extension 5678.

Complete this form and fax it to Computing & Telecommunications at 2099.