New User Account Requirements Form

**Please attach this form to an email and send to** **rt@c2b2.columbia.edu** **(C2B2) or** **help@icg.cpmc.columbia.edu** **(HICCC/ICG)**

**Name:** Click here to enter text.

**University UNI:** Click here to enter text.

**Department:** Click here to enter text.

**Principle Investigator:** Click here to enter text.

**Title:** Click here to enter text.

**Office/Lab Room Number:** Click here to enter text.

**Phone Number:** Click here to enter text.

**Position:** [ ]  **Permanent:** Start Date: Click here to enter text.

 [ ]  **Rotation Student:** provide start & end date: Click here to enter text.

 [ ]  **Casual:** provide start & end date: Click here to enter text.

**ARCS/ICG Email Account:** [ ]  Yes [ ]  No [ ] Account Forward Only to Columbia Email

**SharePoint Account:** [ ]  Yes [ ]  No

**Cluster Account:** [ ]  Yes [ ]  No

**Scanner:** [ ]  Email [ ]  Desktop File Share [ ]  Both

**Will work with Sensitive data (HIPPA, Personnel, IFR, etc.):** [ ] Yes [ ]  No

**Additional Comments:** (Please provide any additional requirements and/or comments for this user. If a new computer is needed please fill out the **New Computer Requirements Form**.)

Click here to enter text.

**Requestor:** Click here to enter text.