New User Account Requirements Form

**Please attach this form to an email and send to** [**rt@c2b2.columbia.edu**](mailto:rt@c2b2.columbia.edu) **(C2B2) or** [**help@icg.cpmc.columbia.edu**](mailto: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.