New ARCS Account Form

**Please attach this form to an email and send to:**

**dag@c2b2.columbia.edu**

**Note: The new user is required to have an assigned UNI (or CWID if user does not have a UNI) before an ARCS computer account is created.**

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

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

**UNI (or CWID if user does not have a UNI):** Click here to enter text.

**Employee’s Job Title:** Click here to enter text.

**Group Classification:** [ ]  Administration/Mgr. [ ]  Doctor [ ] Nurse [ ] Staff [ ] Service [ ]  Research [ ]  Fellows

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

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

**User Phone Number – if no office phone please provide user’s cell number:** Click here to enter text.

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

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

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

**Computer type used by new user:** [ ]  Mac [ ]  Windows [ ] Both

**Email Address
If the new user is an outside collaborator from another institution please provide an Institution assigned email address. Please DO NOT provide a third party email address i.e.: Gmail, Yahoo etc:**

Click here to enter text.

**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 at the bottom of our wiki page**.) <http://wiki.c2b2.columbia.edu/systems/index.php/IT_Services>

Click here to enter text.

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