## E-mail Request Form

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| Employee Information |
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| Employee Name: |       |
| Employee ID: |       |  |  |
| Net ID: |       | Department: |       |
| Supervisor: |       |
| Start Date: |       |  |  |
|  |
| Access |
|  |
| Duplicate access of employee listed below (must be currently working at USF):               **OR**List all Drives and Folders needed:                |
| **How to Create a Net ID** |
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| A NetID is what USF uses for access to our computers and business systems.  In order to create the necessary access for you SASSC HR need you to create your Net ID.   1. Go to the MyUSF site: [http://mysites.usf.edu](http://mysites.usf.edu/)
2. Click “Don’t have a USF NetID? Create account now”
3. Enter the required information (First Name, Last Name, Primary identification)
4. Choose USF ID#.  To lookup your USF ID# click the link to the right of the USF ID# box “Lookup your USF ID Number”
5. Enter your birthday
6. Enter Last four digits of your SSN
7. Follow the steps through until you successfully create your NetID.
8. Once your NetID is established please email me the ID so I can set up your accesses.

Here is a link to a video walkthrough on how to activate your NetID: <http://usfweb2.usf.edu/human-resources/Talent-Management/onlinetrng/IT/USFNetID.htm> |
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