

Process for Distance Learning Students to Receive Their Technology Access Account:

- Most students will come to campus at least once and receive their accounts like any other student.
- Students that did not get their account, and are unable to travel to campus, will call the Help Desk to request account.
- A request will be opened and the Technology Access Account Agreement form will be sent to the student's email address that they provide.
- The student will be given the request number to make processing easier.
- The student will send the form back, referencing the request number, agreeing to the terms and providing their CID as identifying information.
- Help Desk will verify student identity by their CID and match their name to the list of distance students. The account database lists students that are in a distance course.
- Upon receipt of the account agreement, the Help Desk will call the student to give them the account information.
- Instructions for using the account and a copy of the account agreement will be sent back to the student.
- The help desk staff will print the internal copy, "distance" will be written on top, and it will be filed with all other students'.

Technology Access Account Agreement Attention: Help Desk		
<p>I agree to the following terms:</p> <p>I am the only person that will use this account. I will only use the account while enrolled at Angelo State University. I agree to adhere to and abide by the Texas Tech Regents' rules and regulations and Angelo State University's policies, rules, and regulations. I am aware that using a Computer Access Account to represent myself as another individual is considered forgery and is a federal offense. I understand that violating these terms can cause revocation of all computer access privileges.</p> <p>Printed Name _____</p> <p>Campus ID Number _____</p> <p>Signature _____</p> <p>Day Phone Number _____</p> <p>Current Email _____</p>		

Instructions for Student

In order to get a Technology Access Account (which includes e-mail), fill out the Account Agreement above and fax it to the IT Help Desk 325-942-2508

If you do not have access to a fax, call the Help Desk at (325) 942-2911.

When the form is received, the Help Desk will call you with your User Name and password.