

USERNAME APPLICATION

NMHU FACULTY-STAFF USERNAME & EMAIL

If you are an NMHU Faculty or Staff member and wish to have a computer username and E-mail, use this form to apply. It takes at least 1 business day to set up a username, pending Human Resources verification.

Instructions: Please type! (Illegible applications cannot be processed.)

Email to newaccts@nmhu.edu as an attachment or deliver to ITSservices.
 Questions: 505-454-3496 FAX: 505-425-3648

Last Name	First Name	Middle Name
Department Affiliation at HU	Campus	<input type="checkbox"/> Adjunct faculty
Position Title	NMHU Phone or Extension	
Banner ID (or SSN)	Home or Cell Number	
Date of Birth	Username created by ITS (For ITS use only)	
Personal Email Address: We will email to this address with your new username information.	All fields are required.	

Username preference:

ITS will create a username based on your name in Banner. To the right is a list of possibilities for your username.

Your username will appear at the beginning of your email address and may appear in many public places. It should look professional.

Because you will type in your username often we do not recommend that your username be longer than 15 characters. If your name is hyphenated or very long please indicate how we should shorten it.

Please indicate your 1st, 2nd, 3rd, etc. choice for your username.

F is for 1st letter of FirstName, M is middle initial. We will generate the first choice that has not been used.

- firstnamelastname _____
- Flastname _____
- FMlastname _____
- firstname _____

Enter requested name if generated name would be too long.

ITS Use Only: Date Received: ____/____/____

Date Processed: ____/____/____