**Name of User**

**Department**

**Starting date:**

**Ending date:**  (Ending date is needed for student accounts only.)

**Proposed Login name:** (8 character maximum)

**DataBase:**

**Security Classes:**

1.

2.

3.

4.

 5.

 6.

 7.

 8.

 9.

 10.

 11.

 12.

 13.

 14.

 15.

 16.

 17.

 18.

 19.

#  AIS Use Only

Completed by: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Special Notes:

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 Create AIX Account

 Add to /etc/ftpuser

 Set initial password

 Create .profile

 Create Devices record(s)

 Set Security Classes

 Test Login & change password

**Special requests:**

**Signature or e-mail completed form to** **dmaas@gustavus.edu** **)**