

Generic Account Requests

Generic account ID's must be requested by a **full-time** Palm Beach State employee. Network access will be granted for Internet purposes only.

***Note: The request must be submitted on the day that access is needed. If a Multi-Media computer is needed, approval is needed from the Campus Scheduling Office.**

Procedure:

1. The iTAC Help Desk will create the ticket based on the below information:

Information required:

- ✓ The name of the person requesting the account
 - ✓ The name of the vendor who will be using the account
 - ✓ The reason for the account
2. The iTAC Help Desk will provide the requestor with the account information.
 3. The password will expire at midnight. A new request will be needed each day for any additional days.

****IMPORTANT NOTE****

- If this account requires permissions higher than a regular user, the requestor will also need the approval of the CIO.