

# Xlt i lplc 'Vgej 'Ur qpuqt gf 'RKF 'Cr r dec vlap 'Hqt o ''

Return the completed form to IMS, campus mail 0214, or FAX to 231-3583

30'Vj kl'ht o 'kl'ht 't gs wgvmp i 'e 'Ur qpuqt gf 'RKF . 'qt 't gs wgvmp i 'e p'gz vpvkqp 'qp' e p'gz kmp i 'RKF 0''

" Sponsors are required for persons other than employees, students, retirees, and alumni, and who do not meet the criteria for individual PIDs. "Non-state" employees (i.e. Adjunct Professors, ROTC personnel) should establish PIDs by using Personnel Form P85 or P86.

40' Cmls wgvkpu't gi ctf lpi 'Ur qpuqt gf 'RKF u'lj qwf 'dg'f k gevfg 'vq'j wr <16j gr 0k0gf w'ht '453/6579''

## ■ PID User's Information

Pco g'<aaaaaaaa>

(Rngcug'Rt kv)

Gzr k c vlap 'F cvg'(mm-dd-yyyy)<

(Ecppqv'gzeggf "qpg"l gct +

Tgs wgvwf 'RKF <'

3<sup>u</sup>'Ej qlg<' 

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4<sup>pf</sup>'Ej qlg<' 

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5<sup>tf</sup>'Ej qlg<' 

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"

PID must:

- Contain 3-8 letters or numbers
- Start with a letter
- Be lower case

Vgo r qt ct { 'Rcu y qt f <'

" 

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Temporary Password:

- Must contain 5-8 numbers or letters
- Is case sensitive
- Expires 24 hours after creation (user must log onto My-VT and change password before it expires)

Ej genlkt gs wgvmp i 'e p'gz vpvkqp 'qp' e p'gz kmp i 'RKF <

(password and PID 2<sup>nd</sup>/3<sup>rd</sup> choice fields not required for extension)

## ■ Department Information

Fgr ct wo gpvPco g<' \_\_\_\_\_ "

Fgr ct wo gpvP wo dgt '(all 6 digits)< \_\_\_\_\_ "

## ■ Sponsor Information (Dean/Director/Department Head only)

Ceegr w drg "Wug"qh'Kplqt o c vlap 'U'wgo u is a document that contains the guidelines for the proper use of VT computer resources. Your signature is your statement that you have informed the sponsored member of these principles and guidelines.

Pco g<' \_\_\_\_\_

(Please Print)

RKF < \_\_\_\_\_

XV'KF %< \_\_\_\_\_

Ui pcwt g<' \_\_\_\_\_

"

F cvg'(mm-dd-yyyy)<aaaaaaaaaaaaaaaaaaaaaaa'''

## ■ Contact Information

Pco g'(Please Print)<' \_\_\_\_\_

RKF < \_\_\_\_\_

Rj qpg'P wo dgt < \_\_\_\_\_

IMS Use Only - Completion Date: \_\_\_\_\_