



LDAP Service Account Request Form

Complete this form electronically and submit to its-dsg@csulb.edu

Your request will be reviewed by ITS-Desktop Support and passed on to Network Services. The service account will be created after all appropriate approvals. Under normal circumstances, your request will be processed within 5 business days after obtaining all approvals. You will be notified upon completion.

This form with all final approvals will be retained electronically by ITS. Copies are available upon request.

Date _____

Requestor Name _____ Phone/Extension _____

Department making request _____

Description of the application and purpose for which the account will be used.

Which tree does the application need to query and which attributes do you need?

- | | |
|--|--|
| <input type="checkbox"/> EMPLID (*Req'd Signatures)
<input type="checkbox"/> CSULB e-mail account
<input type="checkbox"/> 9-digit ID number
<input type="checkbox"/> Full Name (Ex. John Doe)
<input type="checkbox"/> Last Name
<input type="checkbox"/> First Name
<input type="checkbox"/> Preferred e-mail address
(May not be the same as CSULB e-mail address) | <input type="checkbox"/> CSULB email
<input type="checkbox"/> First Name
<input type="checkbox"/> Last Name
<input type="checkbox"/> Full Name (Ex. John Doe)
<input type="checkbox"/> CSULB e-mail address
<input type="checkbox"/> Department
<input type="checkbox"/> Web home directory
<input type="checkbox"/> Title
<input type="checkbox"/> University extension |
|--|--|
- *If Student, Faculty, or staff data attributes are being shared, appropriate approval is necessary.*

****Approving Project or Department Manager** _____

****Signature affirms the assumption of risk and financial liability as described in the [Security Incident Reporting and Breach Notification Procedures](#).**

INTERNAL ITS USE ONLY

Record number _____

*Enrollment services approval for students (name, date, signature) _____

*HR approval for staff/faculty (name, date, signature) _____

*CCPE approval for students/staff/instructors (name, date, signature) _____

ITS approval to create account (name, date, signature) _____

Approved Denied

Date service account created: _____

Service account name: _____