

# OIT | Office of Information Technology

## Request for NetID for a Person

The NetID (Network Identifier) and its associated password is used to access network-based services at the University of Tennessee. These may include e-mail accounts, wireless network access, library database access, and a number of other services. The NetID is associated with a listing (or unlisted entry) in the UT Online Directory (LDAP Directory). While most people are added automatically to the directory, some may need to be added to the directory manually if they fall under one of the following categories. If none of the listed categories applies, and there is reason to believe that the person should be added to the directory, proper justification must be attached to this form. RETURN TO: 2309 Kingston Pike, Knoxville, TN 37996-1714, Attn: Directory Services or FAX to (865) 974-2622.

Select One

- New employee not yet in the directory
- Person working at or for UT, but not paid by UT (Examples: contractor, research partner)
- Adjunct faculty
- Visiting faculty/researcher/student
- Other

For adjunct and visiting faculty, please indicate approximate end of appointment: \_\_\_\_\_ Date

*Note: If you retired from the University with 10 or more years of service, please contact the Office of Benefits and Retirement.*

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Last Name	First Name	MI
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Information from one of the below categories is required:  
NetID, SSN, IRIS Personnel #, UTK Student ID, UTC MoclID, or UTM ID

Date of Birth  
(mm/dd/yyyy)

Department

Dept. Phone #

Campus

UT Contact

**IMPORTANT** Check here if you DO NOT want your name to be listed in the Online Directory. \*A NetID will be assigned, but you will not be searchable in the online directory. You will be eligible for services that require a NetID.

The following Information will help speed processing; indicate if person to be added is:

Outreach or Continuing Education  English Language Institute Student

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A **Dean, Director, Department Head, or other authorized sponsor** must sign this form or attach a letter authorizing the request.

Sponsor Name

Phone #

Title

Dept/College

Signature

Date

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### For OIT Use Only

Assigned Alias

Date Assigned