

# ALUMNI ACCOUNT EXTENSION REQUEST FORM

## **What is an Alumni Account Extension Request?**

Access to computer labs, personal network storage and email is free for the first year after graduation. Email and files stored on your personal network storage will be retained while your network accounts remain active. You must submit a completed Alumni Account Extension Request form to indicate that you want your accounts to remain active.

## **What about my SISWeb and Blackboard accounts?**

Access to SISWeb is available to you forever. However if you don't access SISWeb for more than a year, you will need to use your Social Security number as the user ID instead of your SISWeb account name. The Alumni Account Extension Request form is not required for continued use of your SISWeb account. Blackboard course information will remain available to you as long as the professor keeps the course active. The Alumni Account Extension Request form is required for continued use of your Blackboard account.

## **What will happen if my account has already been purged?**

A few weeks into the term following graduation (for Spring graduates this would occur the following Fall term) you will receive email notification of our intent to disable your network/email account unless you take action to have the account remain active. To request that your network/email account remain active submit a completed Alumni Account Extension Request form.

We encourage you to make your request before the indicated account disable date. However, should you neglect to make your request before that date, we can re-activate your account. A disabled account may be re-activated for up to one month after the disable date, after which your account may be deleted.

If your account has been deleted we can re-create your account. Please allow up to one week to have your account created. If files, emails or Blackboard courses were deleted, the Information Technology department will attempt to restore them from tape backup at your request. A tape backup restore may not be possible if too much time has elapsed since the files were deleted.

## **What if I want to continue to use my account after the one year of free use?**

Alumni who wish to retain use of the computer labs, email, and personal network storage after the free one year period will be required to pay the current fee. Alumni will be automatically billed monthly for lab printing charges. All charges will be billed to your SISWeb account. Accounts with delinquent payments will be disabled.

## **Are there conditions on my using the computer labs?**

The privilege of using the computer labs is primarily to facilitate resume development, and career searches. You may use the Main, Hannon Library ITC, or Medford campus computer labs. Although you may use the labs during normal business hours, we ask that you refrain from coming in between the hours of 10:00 a.m. to 2:00 p.m. Monday through Friday, and during dead week and finals week when the labs are very busy. Other labs may have additional restrictions so check with lab attendants.

# ALUMNI ACCOUNT EXTENSION REQUEST FORM

## How do I submit my request?



Complete the form then submit the completed form by any of the following methods:

- Deliver a printed copy of the completed form to the Student Help Desk in the Main Computer Lab. Blank copies of this form are available in the Main Computer Lab.
- Fax a printed copy of the completed form to 541-552-6210, Attention: Student Help Desk.
- Send the completed Microsoft Word document as an Email attachment to [StudentHelpDesk@sou.edu](mailto:StudentHelpDesk@sou.edu).

To verify your identity and to prevent unauthorized access to your account we require you show your student ID or some other form of photo ID. When submitting this form by fax, include a photocopy of your ID. When submitting this form by Email, attach a scanned image of your ID.

## How do I complete the Microsoft Word document electronically?

This document contains fields that can be electronically filled. Because of Microsoft Word security features you must exit Design Mode before you can complete the form. The table below shows the appearance of the Design Mode button in its on and off state. Fill in all the information and save the document. Then print or email the document depending on how you plan to submit the form.

|   |  |
|---|--|
| <b>Design Mode ON:</b>  | <b>Design Mode OFF:</b>  |
|---|--|

# ALUMNI ACCOUNT EXTENSION REQUEST FORM

**First Name:**  **Initial:**

**Last Name:**

**Address:**

**City:**  **State:**  **ZIP:**

**Phone:**  **Student ID:**

**Birthdate:**  **Network Account:**   
(MM/DD/YYYY)

**Email:**   
(Alternate email address where we may contact you)

**Date of Graduation (Month & Year):**

**If this request is after the one year free extension do you authorize your SISWeb account to be charged the current Technology Resource Fee?**

**No**     **Yes**    **Starting Term:**     **Ending Term:**

By signing below, I confirm I understand the terms of the alumni account extension explained in this document, have read and understand the SOU IT Acceptable Use Policy. When submitting this document by Email type your name in the space provided.

**Signature:**     **Date:**

|                                   |                                  |                                    |
|-----------------------------------|----------------------------------|------------------------------------|
| <b>FOR OFFICE USE ONLY</b>        |                                  |                                    |
| <b>PIDM:</b> <input type="text"/> | <b>ID:</b> <input type="text"/>  | <b>UNAME:</b> <input type="text"/> |
| <b>EXP:</b> <input type="text"/>  | <b>CRT:</b> <input type="text"/> |                                    |