

PLEASE NOTE:

The services for Database for a Course and Database for General Research/Instruction will be discontinued at the end of Spring 2017



Information Technology Services
(its@PennState)

ITS Accounts Services Office
204 Wagner Building
University Park, PA 16802
814-865-4772; 814-865-9289 (Fax)
accounts@psu.edu

ITS Academic Computing Services Request Form

Request a new service from A or B below or change the disk allocation of a previously requested service from C below.

Select Service(s)	Systems/ Function	Service Description	Default Disk Space
A. Course-Related Services (Be sure and fill out course information below. Service duration is one semester only.)			
<input type="checkbox"/>	COLA	Course Online Account (up to 100GB free of charge - fees apply for add'l space over 100GB)	Amount of space needed:
<input type="checkbox"/>	Database (for a course)	Provides database services for each student in your class.	
<input type="checkbox"/>	UNIX (for a course)	Provides Unix services for each student in your class.	

Course Information			
Course Title:			
Course Abbreviation:	Course Number & Section:	Year:	
Check Session: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Interession <input type="checkbox"/> Summer <input type="checkbox"/> Special Course _____ to _____			
Course Type: <input type="checkbox"/> Resident <input type="checkbox"/> Continuing Ed	Expected Student Enrollment:	Campus:	
Service(s) should be assigned to: <input type="checkbox"/> All Students in Class <input type="checkbox"/> Users Listed Below			

B. General Research/Instructional Services (Fill out title and description below when choosing either type.)		
Title and description of your research and intended use:		
<input type="checkbox"/>	Database(research/instruction)	Individual faculty, staff, or researcher account.
<input type="checkbox"/>	UNIX (research/instruction)	Or each user can apply at https://www.work.psu.edu/cgi-bin/unix_app/apply_for_unix.cgi

C. Change disk allocation of previously requested service (ITS may limit disk allocations)

Group Number (if you do not remember, entering the other information below may be sufficient):
Check service: <input type="checkbox"/> COLA (URL: _____) <input type="checkbox"/> Course-Related Extra PASS (Penn State Access Account Storage Space - same space is used by Personal Web, UNIX, and other services) Change disk allocation for <input type="checkbox"/> entire class <input type="checkbox"/> userid _____ (or list on back)
New Disk Space: <input type="checkbox"/> Add new disk space _____ MB <input type="checkbox"/> Delete space _____ MB Total space in directory once request is completed _____ MB

Note: * Disk space for some services is in addition to Penn State Access Account Storage Space already allocated.

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Primary Supervisor for this Request Must be Penn State faculty or full-time staff.

Name:	Userid (required†):	Phone:
College or Administration Unit:	Department Name:	Check one: <input type="checkbox"/> Faculty <input type="checkbox"/> Staff
Address:		

Check box if the supervisor should be included in list of users receiving the requested service(s).

Users

List ad

(COLA). Feel free to use an extra sheet of paper if necessary. Class lists are not necessary if course information is filled in above.

Full Name	PSU ID+	Userid	Phone #	Address

Please indicate here any special requests or needs that you may have:

I agree to abide by the conditions set forth in Penn State University Policy AD20 and the EDUCOM statement on using software in my use of all computer and network resources. I understand that access to the network and other information services is a privilege and not a right. Violation of policy or law may result in suspension of network access or other information service privileges, disciplinary action, and legal proceedings. Relevant policies can be referenced on the World Wide Web at the URL <http://its.psu.edu/policies/> and in the administrative offices of colleges and departments.

Supervisor of this Request's signature

User ID

Date