



Office of Information Technology Services Network Account Change Request Form

All requests for use of IT resources will be governed by the Bergen Community College [Acceptable Use Policy](#). To request a new telephone number or telephone changes, please submit the appropriate form that can be found on the [Forms](#) page under Technology & Information Systems.

Current Employee Information:

Name _____ Department _____
Telephone # _____ Room # _____
Email Address: _____ Network User ID: _____
Colleague ID# _____ Datatel User ID: _____

New Employee Information

Name _____ Department _____
Telephone # _____ Room # _____

Additional Requests or Comments:

Supervisor Name: _____ Date _____
(Please Print)

Supervisor Signature: _____

**Please return the completed form to the Service Desk in A205E.
Telephone #: 201-447-7109, option 1
Email: servicedesk@bergen.edu**