

**This form is
NOT to be used
for student
employees**

**University of Massachusetts Lowell
Access Services Office
South Dining Hall
978 / 934-2113**

Office Use Only		
Issue date	_____	
Initials	_____	
New entry?	Yes	No

Request for services

This completed form may be used to obtain services*prior* to the new employee being reflected in the HR database. It can also be used for vendors or visitors needing services.

Employee name**: First _____ Middle Initial _____ Last _____ Job Title _____

Home Address: Street _____ City _____ State _____ Zip Code _____ Department name _____

Sex: Male Female

Home or Cell Phone _____

Alternate email address _____

**The name on this form must be the same name used for all legal documents issued by the campus - including but not limited to documents and information provided to: Social Security Administration, Federal and State Tax Agencies.

Check all that apply:

<input type="checkbox"/> Full-time Faculty	<input type="checkbox"/> Adjunct Faculty	<input type="checkbox"/> Vendor	<input type="checkbox"/> Needs UML email address
<input type="checkbox"/> Full-time Staff	<input type="checkbox"/> Part-time Staff	<input type="checkbox"/> Visitor/volunteer	<input type="checkbox"/> Distance Learning Fac./no ID card needed

Vendor/Visitor Expiration Date (set to next July 1 if empty)

By my signature below, I certify the named person above is authorized to access UML facilities and services.

Name of department head or designee

Signature of department head or designee

Phone number of department head or designee

Date

Take this completed form *and your vehicle registration form* to the Access Services Office to obtain your ID Card and parking permit. Be ready to provide your Social Security number and date of birth. Your new ID Card is necessary to access many UML resources.

UMS

Email: After you get your ID Card the Access Services Office will forward your information to the Email Office to have an email account created. Your email account will take the form of Firstname_Lastname@uml.edu. Your first name and last name on record in the ISIS database will be used. Your initial password is your ISIS ID and can be changed via Outlook Web Access. This account should be available for your use within 2 business days. Please go to <http://email.uml.edu> for more information.

Parking Stickers: Bring your vehicle registration with you when you go to the Access Services Office in order to get a parking permit. If you forget your registration you can request a parking sticker online at the following website <http://parking.uml.edu>.

Libraries: Bring your ID Card to the Circulation Desk at either O'Leary or Lydon Libraries to activate your UML library borrowing and BLC Virtual Catalog privileges. Off-Campus electronic journal database search privileges are activated within one month of the start of semester. Contact 978-934-4550 for more information or go to <http://library.uml.edu>.