

## **Network Services Account Request**

### **ASSIGNMENT**

Complete a Network Services Account Request to request a Network ID. Instructions are provided in this section.

### **NETWORK ID**

A Network ID (NID) is a unique identifier that provides access to computing and network resources at WSU.

Information Technology Services (ITS) requests that WSU faculty, staff, and students use the following self-service websites to create Network IDs and/or update Network ID passwords:

[its.wsu.edu/csd/](https://its.wsu.edu/csd/) (to request a Network ID)

[login.wsu.edu](https://login.wsu.edu) (to update Network ID passwords)

The Network ID identifies the individual to University network services.

Assignment of a Network ID does not in itself provide access to University computer systems. A user must request specific authorization to access each system required.

### **FORM INSTRUCTIONS**

Complete a *Network Services Account Request* to obtain, change, or delete one or more accounts per individual.

#### **Completing the Form**

Most sections of the form are self-explanatory.

#### **WSU ID Number**

Completion of **WSU ID Number** is required before the request may be processed.

#### *Affiliates*

The University assigns WSU ID Numbers to qualified affiliates requesting Network IDs.

#### *New Employees*

A new employee is assigned a WSU ID Number when Human Resource Services processes the applicable Workday Staffing business processes. (See the Workday Knowledge Base for applicable instructions.)

#### **Changes**

For changes to a Network ID, see [Exception to Policy](#).

#### **Terminations**

Network IDs are permanent and are *not* terminated.

#### **Authorization**

Each request for an affiliate Network ID must be signed in ink by a University employee holding expenditure authority for the sponsoring department.

## **Network Services Account Request**

Exception to Policy  
(Network ID Changes)

Network IDs are considered permanent and are changed under certain circumstances only; for example:

- Name changes
- Poor initial selection of Network ID
- Personal privacy issues

To request changes to a Network ID, complete the applicable fields in the Exception to Policy section near the bottom of the form. Alternatively, users may also call the Crimson Service Desk at 509-335-4357 during business hours.

Enter the current Network ID under **From** in the **Complete if changing Network ID** line.

**Routing**

Send the completed and approved form to Crimson Service Desk, mail code 1222.

**Security Administrator**

ITS completes the requested action and notifies the requesting individual by interdepartmental mail, or by telephone if requested.

**SECURITY**

The security of network and computer services is partially dependent upon the actions of individual users. Each individual user is responsible for the following:

- Safeguarding the Network ID and password.
- Retaining the Network Services Account Request in a secure location.
- Not sharing the Network ID with others. ITS assigns a Network ID to an *individual user*.
- Immediately contacting the ITS Security Office if the confidentiality of a Network ID is compromised; telephone 509-335-4357 or e-mail [abuse@wsu.edu](mailto:abuse@wsu.edu).
- Not including any password in automated or preprogrammed logon procedures. The user must manually enter the password to gain access to online services.