

ADJUNCT APPOINTMENTS

Computer Access Request EXCEPTION Form

Online Formats/Instructions

[Computer Access Request EXCEPTION Form](#)

When you click on link, you will be directed to a PDF document. Fill out the form online and then print it for signature **OR** print a blank form and fill out by hand or typewriter. A reset button has been added to clear the PDF form. Once the form is completed, it can be saved as a PDF document to your computer.

- Completed original form must be attached to the Recommendation for Adjunct Appointment being submitted for approval.
- ITSD requires this form to be approved by the VCAA before an email account will be issued.
- Upon VCAA approval, form will be transmitted to Application Services for issuance of email account.
- The authorized person in the department is responsible for notifying Application Services upon separation of the individual from UNCW.