|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PERSONNEL INFORMATION**  *(To be filled in by personnel requesting a user account.)* | | | | |
| **Personnel No.** |  | | | |
| **Name Surname** |  | | | |
| **Turkish Republic Identity No. / Date of Birth** |  | | | |
| **Faculty / Dept. or Unit** |  | | | |
| **Position - Title Information** |  | | | |
| **Supervisor Information** |  | | | |
| **Office No. / Office Phone** |  | | | |
| **Status** | Faculty Member  Administrative Staff Member | | | |
| Full Time  Part Time | | | |
| **Do you have a TEDU user account?** | Yes | | No | |
| **STUDENT INFORMATION**  *(To be filled in by Graduate, Lateral Transfer, International, Erasmus and Special Student requesting a user accounts.)* | | | | |
| **Name Surname** |  | | | |
| **Turkish Republic Identity No. / Passport No.** |  | | | |
| **Faculty / Dept. or Unit** |  | | | |
| **Do you have a TEDU user account?** | Yes | | No | |
| **TYPE OF REQUESTED USER ACCOUNT** | | | | |
|  | **TEDUPass (Domain User Account)** | | | **MyTEDU Portal** |
| **Preferred User Account Name \*** |  | | |  |
| *\* The preferred TEDUPass user account is generally created in the format "name. surname". Our users who have double name and / or double surname should specify their preferred name or surname in the relevant field. The MyTEDU portal user account format is the first letter and surname of your name for the staff, and the first 10 digits of your student number for the student. In case of conflict with the preferred user names, or the general format, the user name is determined at the initiative of the Department of Information Technology.* | | | | |
| **APPLICANT** | | **APPROVAL** | | |
| *Date /Name-Surname/ Signature* | | *Human Resources / Registrar’s Office*  *Date /Name-Surname/ Signature* | | |