



COPY CENTER ON-LINE USER AUTHORIZATION Form

This form is used to grant approval to use the Copy Center On-Line Program. Once you have completed this form and it is signed by your department head, please fax to 860-832-2522, or scan to Budget@ccsu.edu and you will be added to your department's list of authorized users to use the Copy Center On-Line Program.

First Name:	
Last Name:	
CCSU BlueNet Account Username	
Extension:	
Department	
Building/Room	

Approval to use the Copy Center On-Line Program is granted.

Signature of Department Head or Designee

Date Approved

Printed Name of Department Head or Designee

PLEASE ALLOW UP TO TWO WORKING DAYS FOR ACCESS TO BE GRANTED

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Special Note:

To use the Copy Center On-Line Program you must have a CCSU Blue Net account. Forms to request this account are available on the Information Technology Services website at <http://www.ccsu.edu/it/forms.html>