



## *Printing Services-- Copy Management*

### NEW USER/RESET

Last Name:

First Name:

Department/Budget Code (NO GRANT ACCOUNTS):

User ID/User Logon:

Employee ID # :

(drop first two and last two digits--should be a 7 digit #)

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### DEPARTMENT TRANSFER

Last Name:

First Name:

Current Department/Budget Code (NO GRANT ACCOUNTS):

New/Transfer Department Budget Code:

User ID/User Logon:

Employee ID # :

(drop first two and last two digits--should be a 7 digit #)

*Once this form is completely filled out please email to [pgreen@nsu.edu](mailto:pgreen@nsu.edu) or fax 823-9585.  
If you have any questions please contact Patyence Green, Printing Services 3-8179.  
Thanks*