

MEMORANDUM

TO: EX Users
FROM: Computer Operations
RE: EX Access Request Form
DATE: July 25, 2011
CC:

In order to access the EX database and related modules or reports you must first submit a password. Please print this form and enter your password in the place indicated. The password must be at least 8 characters (alphanumeric) in length and must start with a character and include at least one number. As a general rule, please be sure to avoid using either your first and/or last name as part of your password.

Your Password _____

Name _____

Signature _____

Machine Name _____

Please seal this in an envelope and return to:

Scott Karr

Computer Operations

ext: 8929