

New Account Creation Procedure
College of Architecture
Texas A&M University

Accounts are only given to College of Architecture faculty, staff, and students.
Additional accounts can be created based on requests.

1. Submit a ticket via the system at <http://archhelp.tamu.edu> requesting a new account be created. This can be done by your supervisor if you have been hired for a staff position or by your department head if you have been hired as faculty. Please include when the best time is for you to meet with us. Please include the following information:
 - Full Name
 - UIN
 - Title
 - Manager/Direct Report
 - Department/Office/Center
 - Hire date
 - Additional Information
 - Visiting Scholar
 - Contact information for new hire
 - This will allow us to directly communicate after the hire date to schedule a time to proceed with the orientation session.
2. If you are a visiting scholar you will also need to submit a form 5VS to Computing and Information Services' Account Services department. This form can be found at <http://rules-saps.tamu.edu/forms/159999M1att.doc>
3. Computer Support will schedule an appointment based on provided information. It is important this is done in person as there are some procedures and documentation we need to go over with you. This also gives us the opportunity to answer any questions you may have. Please bring your Texas A&M ID card with you or picture ID along with your UIN.
4. After we have met with you and set up your account you will receive an orientation email from us detailing the IT procedures and services in place here at the College of Architecture, and some additional information on how to obtain help from Computer Support for any issues or questions you may have.