Procedure for Setting up PPP Account

1. User obtains an application form from Communications and Computer Services (HSC Room 231) or from the Finance Office (HSC Room 101-G). The following information must be included on the form: Name, address, home and work phone number, social security number, department or school, email address, status (I.e. - student, faculty, staff), method of payment, and term of subscription.

2. The User presents the completed application, a valid Staff of Student ID, and payment of the required fee to the Finance Office, room 101-G of the HSC during the normal weekday business hours (8am - 5pm). Payment may be made in cash, by check (on local bank), or by authorized interdepartmental voucher. If the payment is to be made via a departmental account, you must have the account number and a letter of authorization with you.

3. Prior to 4pm the same day, the user may present the completed application and proof of payment to CCS (HSC Room 231), who will complete the process and generate an Account information Sheet with pertinent information (userid and access password) and the rules. This sheet will be provided to the user the following day.

TTUHSCnet PPP Application

User Information

Last Name	First Name	Middle Initial
Department		Work Phone
	☐ Employee	
Social Security #	☐ Student	Home Phone
User Id	E-Mail Address	

Payment Type

☐ Cash $90 ☑ Year $45 ☐ Semester ☐ Free

☐ Check   Check #: _____

☐ Departmental IV   Acct. #: _____

Platform

☐ Windows For Workgroups

☐ Windows 95/98

☐ Macintosh

☐ Other_____