



NORFOLK STATE
UNIVERSITY

Printing Services--Copy Management

NEW USER/RESET

Last Name:

First Name:

Department/Budget Code (NO GRANT ACCOUNTS):

(Enter 5 digit budget code)

User ID/User Logon:

Employee ID # :

(Enter 11 digit number on front of ID card under photo)

DEPARTMENT TRANSFER

Last Name:

First Name:

Current Department/Budget Code (NO GRANT ACCOUNTS):

(Enter 5 digit budget code)

New/Transfer Department Budget Code:

(Enter 5 digit budget code)

User ID/User Logon:

Employee ID # :

(Enter 11 digit number on front of ID card under photo)

*Once this form is completely filled out please email to printingservices@nsu.edu or fax 823-9585.
If you have any questions please contact, Printing Services 823-8179.*