

# ENERGY MGMT SYSTEM ACCOUNT APPLICATION

## 1. INFORMATION ABOUT THE REQUESTOR (All fields required)

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_ Suffix \_\_\_\_\_

Dartmouth Department or External Company: \_\_\_\_\_

Netid\*: \_\_\_\_\_ Dartmouth or Company E-mail Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

System(s) requesting access to: \_\_\_\_\_

Business need and reason for Account (type of work for Dartmouth): \_\_\_\_\_

Account Status:           New \_\_\_\_\_ Renewal \_\_\_\_\_

\*An Active Sponsored Account is required for non-Dartmouth requestors. Each requestor must have their own Sponsored Account and Energy Management System Account

## 2. INFORMATION ABOUT THE CP&F PERSON SPONSORING THE REQUEST

CP&F Sponsor's Name (Individual only): \_\_\_\_\_

CP&F Sponsor's Department Name: \_\_\_\_\_

CP&F Sponsor's Phone Number: \_\_\_\_\_

The account will expire at the end of the period requested or the end of 90 days, whichever is less.

This account is requested beginning \_\_\_\_\_ and ending \_\_\_\_\_ for a period of \_\_\_\_\_ (max 3) months.

If, at the time of expiration, the account is still necessary, the requestor may submit a new request to extend the account for an additional period of time.

Upon the completion of #1 and #2, please send the form to [Work.Control.Office@Dartmouth.edu](mailto:Work.Control.Office@Dartmouth.edu) to further review and FO&M processing

## 3. FO&M APPROVAL

I, the FO&M Director, affirm that the work required of the above named individual meets the necessary criteria.

\_\_\_\_\_  
(FO&M Electronics, please print)

\_\_\_\_\_  
(FO&M Director, please print)

\_\_\_\_\_  
(FO&M Electronics Signature)

\_\_\_\_\_  
(FO&M Director's Signature \*\*)

\_\_\_\_\_  
(Access Level recommended)

\_\_\_\_\_  
(Today's Date)

\_\_\_\_\_  
(Today's Date)

\*\*The signature of the FO&M Director of Engineering and Utilities or the FO&M Director of Maintenance Services is required.