

# Student & Organization Account Request Form

## Information About the Requester

Name: \_\_\_\_\_ College ID: \_\_\_\_\_  
 Campus Address: \_\_\_\_\_ Campus Phone: \_\_\_\_\_  
 IC Email Address: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_  
 Graduate Student:  Yes  No

## Type of Student Account(s) Requested

- Novell (NOVA) File Server Account
- Personal Web Account – WWW
- Email Account

Entered By & Date	
File Server:	_____
Web:	_____
E-Mail:	_____

## Student Organization Account(s)

Organization Name: \_\_\_\_\_

All student organization accounts require the approval of your advisor.

Advisor's Name: \_\_\_\_\_ Advisor's Signature: \_\_\_\_\_

- Organization Email Address Requested Email Address: \_\_\_\_\_@ithaca.edu
- New Organization Web Site Requested URL: \_\_\_\_\_
- Renew Existing Organization Web Site Site URL: \_\_\_\_\_

In addition to the Ithaca College All College Computer and Network Use Policy, the following policy applies specifically to any student organization account:

*1) This account is NOT a group or shared account. The account belongs ONLY to the person listed above (requester) and he/she is responsible for the account. The password cannot be shared. 2) The account will expire at the beginning of the following academic year and a new request must be submitted each fall. 3) Only one account will be granted per organization/activity. 4) Web account users must abide by the Ithaca College CWIS (Web) use policy.*

## Signature

I understand that by using Ithaca College computer and network resources that I am required to adhere to the policies set forth in the Ithaca College All College Computer and Network Use Policy and other additional policies, such as the CWIS Policy for our Web Server, that may be in place for a particular system. I understand that failure to abide by ITS and Ithaca College policies may result in the loss of computer and/or network privileges, and/or other College or legal action.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Bring completed form and college ID to the ITS main office, 102 Muller Center. Please allow 3 business days for processing.**

OA Initials \_\_\_\_\_ Date \_\_\_\_\_