

DEPARTMENT, ORGANIZATION & CLUB ACCOUNT REQUEST FORM

INFORMATION ABOUT YOU (REQUIRED) - PLEASE PRINT

This section is to be completed by the individual who will be responsible for the account(s).

Name: _____ Department: _____
For faculty & staff use only

College ID #:

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 Campus Address: _____
This is required. The initial password will be set to the last 8 digits of your ID #.

E-mail account: _____ @oswego.edu

Faculty Staff Student Phone: _____

ACCESS REQUESTED EMAIL ACCOUNT AND/OR WEB POSTING AUTHORIZATION

Departmental Email Account Email accounts are valid for 1 year and must be renewed annually.

Department Name: _____

New Account Renewal _____ (account name)

Requested E-Mail Address: _____ @oswego.edu
(This does not guarantee that the requested address is available.) 8 character limit

Department Web Site

New Site
 www.oswego.edu/ _____

Assume Responsibility for Existing Site
 www.oswego.edu/ _____

The following individual(s) have been authorized to post this www posting area.

Name: _____ Username: _____

Name: _____ Username: _____

Name: _____ Username: _____

Approval Signature (Required)

All Department Accounts (E-Mail and Department Web Site) require the approval of the Department Chair and/or the Dean.

Signature of Department Chair or Dean _____ Date _____

The Organization/Club MUST be officially registered with the Office of Student Organization Services. All student Organization/Club Accounts require the approval of your advisor.

Organization/Club Email Account Email accounts are valid for 1 year and must be renewed annually.

Organization/Club Name: _____

New Account Renewal _____ (account name)

Requested E-Mail Address: _____ @oswego.edu
(This does not guarantee that the requested address is available.) 8 character limit

Organization/Club Web Site

New Site
 www.oswego.edu/ _____

Assume Responsibility for Existing Site
 www.oswego.edu/ _____

The following individual(s) have been authorized to post this www posting area.

Name: _____ Username: _____

Name: _____ Username: _____

Name: _____ Username: _____

Approval Signature (Required)

I hereby authorize the individual listed above to request an account for this Organization/Club. I understand that this individual will assume total personal and legal liability for this account.

Signature of Advisor _____ Date _____

By submitting this form, you agree that all reasonable procedures will be taken to ensure that the user(s) of this account will abide by the Computer and Network Acceptable Use Policy, and understand the possible consequences if policies and procedures are violated. The Computer and Network Acceptable Use Policy can be viewed at <http://netwww.oswego.edu/Resnet/policy.html>.

USER'S SIGNATURE

In requesting this multi-user account/web space for my Department/Organization/Club, I understand that I will assume total personal and legal liability for all activities occurring from this account. I further agree that in the event of misuse or abuse of the account, it will be my responsibility to investigate (with the assistance of CTS) and identify the responsible individual. In addition, I have read and understand all the rules and regulations governing computer use at SUNY Oswego on the reverse side of this form. By signing below, I agreed to abide by all aforementioned rules and regulations.

Due to the failure of a large number of account holders to renew departmental, organizational or club accounts prior to expiration, **there is a \$25 service charge for reactivation of an expired account.** This applies to any account that is allowed to expire and subsequently request a reactivation. It is your responsibility as the account holder of record to make sure the account is renewed in a timely fashion if you desire the account to continue. **Email account renewal notices are automatically sent once a month for three (3) months prior to expiration. In the event that the account is allowed to expire, it is automatically purged from the system.**

Signature: _____ Date: _____

Office Use Only: Registered Club/Organization ___ Yes ___ No Received By: _____ Date: _____ Completed By: _____ Date: _____	Notes: <hr/> <hr/> User Notified:
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