

Newark Computing Services Department Account Form

Departmental accounts are available to assist an entire department with group email or web activities. When an account is requested, it must be sponsored by the department Chair, Director, Dean, or someone else in authority for the applying department.

Departmental accounts expire after one year's time and must be renewed to remain active.

Please print clearly.

Part I:

Please check one: New Account: _____ Renewal: _____ Update: _____

Department or organization's full name (please do not abbreviate) :

Information about staff that will use this departmental account
(All users must list their **Andromeda** Email address.):

First Name	Last Name	Job Title/Connection to University	Andromeda Email Address
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please provide three alternative department account names in order of preference. This will be your department's email address and the account name your department will use to access it's web space.

Account names must be between 4 and 8 letters in length and consist of only lower case, alphanumeric characters (i.e. mathnwk, bionwk, abcde). No special characters are allowed. (i.e. underscores, dots, dashes, etc)

(1) _____ (2) _____ (3) _____

If none of these are available, we will contact you.

Contact name: _____ Daytime phone
number: _____

If you are renewing an account please provide the account name: _____

We agree to use this account in accordance with the Acceptable Use Policy Guidelines for Computing and Information Technology Resources (An online copy of these documents is available in the computing policies web page, <http://oit.rutgers.edu/policies.html>.)

Part II: (To be filled out by the department chair, director, dean, etc)

First Name _____ Last Name _____

Department _____

Job Title _____

Campus Address _____

Email Address _____

Campus Phone Number _____ Fax Number _____

How will the account be used? (Please be as descriptive as possible, i.e., e-mail, web pages, streaming media, etc.) _____

As sponsor, I agree to assist Newark Computing Services in resolving any issues that may arise concerning the appropriateness of my departmental account's usage. I also verify that my designated users are performing services for my department and will use this account only for purposes that are directly related to the provision of those services.

Signature of Sponsor Print Name Date

Signature of Dean or Director Print Name Date
(Required)

Last updated: July 22, 2005

Submit the form to Hill Hall, room 109, 360 Dr. Martin Luther King Jr. Blvd., Newark, NJ ☎ 07102-1895

Please send questions to help@newark.rutgers.edu or call the Newark Computing Services Help Desk at 973-353-5083.
FAX: 973-353-1246