

## Newark Computing Services Student Organization Account Form

Student Organization accounts are available to assist a student organization with email or web activities. When an account is requested, it must be sponsored by the Director, Dean, or someone else in authority for the applying student organization.

**Student Organization 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: \_\_\_\_\_

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

\_\_\_\_\_

Information about students that will use this organization account  
(All users must list their **Pegasus** Email address):

First Name	Last Name	Position in Student Organization	Pegasus Email Address
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please provide three alternative organization account names in order of preference. This will be your organization's email address and the account name your organization 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.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Each year, we will contact you when your departmental account is about to expire and ask you to verify that the account should be renewed for another year.

As sponsor, I agree to assist Newark Computing Services in resolving any issues that may arise concerning the appropriateness of my organization account's usage. I also verify that my designated users are performing services for my organization 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, 360 360 Dr. Martin Luther King Jr. Blvd.  
⌘ Newark, NJ ⌘ 07102-1895

Please send questions to [help@newark.rutgers.edu](mailto:help@newark.rutgers.edu) or call the Newark Computing Services Help Desk at 973-353-5083.

FAX: 973-353-1246