

Newark Computing Services Departmental Account Request

Purpose: Departmental accounts are available to assist a department with group email or web activities. When an account is requested, it must be sponsored by the department Chair, Director, Dean, or another individual with authority for the applying department. **Departmental accounts expire annually on May 30th and must be renewed every year to remain active.**

Instructions: Use this form to request a new account or renew an existing account. The applicant must complete Part I & II of this request form and then forward to the sponsor to complete Parts III & IV. Please **type** all requested information and **print** form. The completed form must be submitted to the NCS Help Desk. After the account request has been processed the applicant will be notified.

Submit completed form to:

Newark Computing Services Help Desk
Hill Hall, Room 109
360 Dr. Martin Luther King Jr. Blvd.
Newark, New Jersey, 07102
Fax: 973-353-1246

For questions or help with completing this form call the NCS Help Desk at 973-353-5083

PART I : To be completed by the primary contact person for the Departmental Account

First Name: _____ MI: _____ Last Name: _____

Campus Address: _____ Building Name: _____

Room #: _____ Campus Phone #: _____ Alternate Phone #: _____

Email Address: _____ Job Title: _____

Department Name (please do not abbreviate): _____

Please Check Request Type: New Account Renewal Update

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

Please check account type (check all that apply): Email/Website MySQL Video Streaming

What project, committee, subcommittee, or group will use this account (please be descriptive)?: _____

If this is a new departmental account, please provide three alternative names for this account. Names should be in order of preference. This will be your departmental email address and the account name your departmental will use to access its web space. Account name must be between 4 and 8 characters in length and consist of only lower case, alphanumeric characters (i.e. mathnwk, bionwk, abcde). No special characters are allowed (i.e. &, -, *, _, ^, etc.).

Option #1	Option #2	Option #3
_____	_____	_____

Please list information about the faculty and staff that will use this faculty and staff account. Use a separate sheet to add additional names. (All members must have an Andromeda Account and list their NetID):

First Name:	Last Name:	Position Title/ University Affiliation	NetID:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PART II: Department Members Agreement

Accept and Agree:

As members, 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 on the computing policies web page, <http://oit.rutgers.edu/policies.html>.)

Each year I will be contacted by the NCS Help Desk before my Departmental Account expires. I will be asked to renew or update my account. If my account is not renewed annually, my account will be disabled and then deleted.

Name: _____
(type or print full name)

Signature: _____ **Date:** _____

PART III: To be completed by the Sponsor of Departmental Account

The Sponsor may be the Dean, Director, or another individual with authority in your organization.

First Name: _____ **Last Name:** _____

Department Name: _____ **Job Title:** _____

Campus Address: _____ **Room #:** _____

Email Address: _____ **Campus Phone #:** _____

PART IV: Sponsor Agreement

Accept and Agree:

As sponsor, I agree to assist Newark Computing Services in resolving any issues that may arise concerning the appropriateness use of account. 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.

Name: _____
(type or print full name)

Signature: _____ **Date:** _____