CLUB/GROUP/DEPARTMENT
ACCOUNT REQUEST/SHARE CREATION FORM
Revised 02/06/2013

This form is to be used by members of the Hartwick College Community to request a special email account and Internet access or a network share for Hartwick recognized clubs, groups or departments. The following guidelines apply:

1.   Clubs and groups making this request must be officially recognized by the College and be sponsored by a faculty or staff advisor
2.   Departmental requests should be from officially recognized College departments and must be approved by the department chair or department director.
3.   All accounts are subject to resource limits and College policies as outlined in Hartwick College Technology Resources User Responsibilities and "Acceptable Use" Policy. Any violations of this policy will result in the account being disabled or terminated.
4.   Individuals who have been found in violation of the Hartwick College Technology Resources User Responsibilities and "Acceptable Use" Policy may be denied access to department network shares.

Please complete and return to the Technology Resource Center Clark Hall. If you have any questions about completing this form you may call Help, ext. 4357. **Please allow 5 days for your account to be created**. Please PRINT or TYPE all information. Incomplete forms will be returned.

This section to be completed by the Club/Group/Department Member who will be responsible for the use of this account.

Club/Group/Department Name:_____

☐ Gmail Account   ☐ Share   ☐ Network Computer logon

Requested Account/Share Name Suggestion:_____
Note: Information Technology reserves the right to accept or reject account name suggestions.

Last Name: _____   First Name:_____

Campus Box #/_____   Phone:_____

Dorm/Off Campus Address/Office number:_____

What is the purpose of this account/share?

_____**(Check here)** I have received and read a copy of Hartwick College Technology Resources User Responsibilities and "Acceptable Use" Policy*and agree to abide by this policy.

Signature:_____ Date:_____

Signature of Faculty Advisor, Staff Advisor, Department Chair or Department Director:
Last Name:_____ First Name:_____

Signature:_____ Date:_____

This section to be completed by Hartwick System Administrator:
Account Name:_____ Account Created (date):_____

Initials:_____ Requestor Notified on (Date):_____

☐ Gmail Account   ☐ Network/Share
Initials: _____   Initials: _____

Password Rules: Information Technology will set your initial password which will be provided to you. After you login the first time you should change this password (from Hartwick's webpage). It is recommended that passwords be at least 8 characters long but no longer than 10 characters. We do not automatically force password changes; however passwords should be changed every 6 months or less to protect your account and the integrity of our systems. If you believe your password has been stolen or your account compromised contact the Technology Resource Center at x4357 immediately – remember you are responsible for all activities that occur with your account