Bank Street College
Generic E-mail Account Request Form

Please call the Helpdesk at X4642 with any questions about this form. Your account will be ready within one week of filling out this form. You will receive an E-mail from **helpdesk@bankstreet.edu** with information on how to access this account.

The information below represents the staff member who will be responsible for the generic account and will abide by the College's Acceptable Use Policy for Email. Only faculty or staff can request a generic account.

Last Name:	First Name:	Middle Initial:
Department:	Division:	Last 4 digits of ss#:

Please fill out the following questions for specific information about the account.

Please check one. A network account will give you access to printing and a home directory on the network. An Email account will give you access to our GroupWise Email system.

___ Generic Network Account
___ Generic Email account
Requested name: _____
Intended use:

Agreement Policy*

Available on the web at: http://bankstreet.edu/information-technology/multifarious-it/acceptable-use-agreement/

I have read and understood the Bank Street College Acceptable Use Policy Agreement on E-mail.
By signing this form, I agree to abide by the rules, policies, and regulations set forth in this agreement.

Signature: **Date:**

*Violation of these policies may lead to loss of privileges, disciplinary action, or more serious legal penalties.

Office Use:

Login Name:
Initial Password:
Prepared by:
Date: