

New or  Change (Check One)

**PLEASE print all information and read INSTRUCTIONS**

<b>Student Life &amp; Leadership (SL&amp;L) &amp; ITS Service Desk</b>	<p>1. <b>Cal Poly Username/Email:</b> _____ @calpoly.edu</p> <p>2. <b>Official Club Name:</b> _____</p> <p>3. <b>Contact Person for this request:</b> _____ Phone: _____</p> <p>4. <b>Contact Email:</b> _____ @calpoly.edu</p> <p>5. <b>New Club Username/Email:</b> _____ @calpoly.edu If requested username is invalid or unavailable, Student Life &amp; Leadership will contact the requester.</p> <p>6. <b>Requested Web Address (URL):</b> http://www._____ .calpoly.edu Web address requests are processed by the ITS Service Desk.</p> <p>7. <b>Password Change (Circle if requesting a password change)</b> The ITS Service Desk generates a temporary password and notifies the Contact Person. The Contact Person is responsible for setting a permanent password within 7 days of receiving the temporary password.</p>
<b>All Fields Required</b>	<p><b>Club Authorization</b> Certification of Use: I certify that the requested resource/service will be used for purposes consistent with the missions of the California State University and Cal Poly, and in accordance with all applicable University policies and State and Federal laws. I acknowledge that unauthorized use of information technology resources may incur civil and /or criminal penalties and result in disciplinary action and loss of access. I accept responsibility for reading, remaining updated, and abiding by Cal Poly's Campus Computing and Responsible Use policies. Please view policies at: <a href="http://security.calpoly.edu/policies">http://security.calpoly.edu/policies</a>.</p> <p>8. <b>Club President Name (Print):</b> _____</p> <p>9. <b>Club President Signature:</b> _____ <b>Date:</b> _____ By agreeing to sponsor this club account, I accept responsibility for ensuring that the club is aware of the consequences of not using the account for purposes consistent with Cal Poly's mission and in accordance with University policies and applicable State and Federal laws (see <a href="http://security.calpoly.edu/policies">http://security.calpoly.edu/policies</a> for more information), and agree to report any misuse of which I become aware.</p> <p>10. <b>Club Advisor (Print):</b> _____ <b>Dept:</b> _____ <b>Phone:</b> _____</p> <p>11. <b>Club Advisor Signature:</b> _____ <b>Date:</b> _____</p> <p>12. <b>Advisor:</b> ____ Check here if you have an on-campus department office and want the account information returned to you via Campus Mail. Otherwise it will be held at the Service Desk for pickup by Advisor or Club President.</p> <p>13. <b>SL&amp;L Authorization:</b> I certify that this is a Cal Poly Recognized Club. <b>SL&amp;L Representative (PRINT):</b> _____</p> <p>14. <b>SL&amp;L Representative Signature:</b> _____ <b>Date:</b> _____ If this form is not complete, it will be returned to SL&amp;L for processing. When complete, it will be forwarded to the ITS Service Desk. If you have questions contact the ITS Service Desk at 756-7000 or <a href="mailto:servicedesk@calpoly.edu">servicedesk@calpoly.edu</a>.</p>

**Cal Poly, SLO Information Technology Services Office Use Only**

Remedy Case ID: \_\_\_\_\_ Processed By: \_\_\_\_\_ Date Processed: \_\_\_/\_\_\_/\_\_\_

User Login: \_\_\_\_\_ Mailed: \_\_\_/\_\_\_/\_\_\_ Called to Pickup: \_\_\_/\_\_\_/\_\_\_

Creator's Initials \_\_\_ Sup's Initials \_\_\_ File Pathname \_\_\_\_\_ Last updated: 11/27/06 11:45

### **New Accounts**

Clubs will be given **one** Central UNIX account for support of club Web pages, **one** Oracle email account, and **one** entry in the campus directory server which will redirect mail to the club email account. (If desired, mail can in turn be forwarded from the club's Oracle account to an individual's mail account via the My Cal Poly Portal auto-forwarding feature).

### **Eligibility and Club Account Names**

To be eligible, the club must be currently chartered. The club advisor must sponsor the account, and the Director of Student Life (or designee) must authorize the account. Club account and email aliases are derived from an official list provided to ITS by Student Life, and cannot be altered except through Student Life.

### **Disk Space**

Each Central UNIX account will be allowed a maximum of 50 MB of disk space. Each email account will be allowed a maximum of 50 MB, no exceptions.

### **Changes: All changes to club information MUST be authorized by Student Life & Leadership**

The only changes that may be made to a club account are the passwords for email or Central UNIX. For those, use this form. For other club changes (name of club, President, Advisor) see Student Life.

### **Rules for Selecting a New Password**

#### **Password Length**

Minimum of 8 characters  
8 or more characters recommended  
Maximum length of 40 characters

More information on passwords at

[http://servicedesk.calpoly.edu/computing\\_support/faq/password.html](http://servicedesk.calpoly.edu/computing_support/faq/password.html)

### **What it Must Contain:**

It must contain at least one character from three of the following lists:

Uppercase Alphabetic (A-Z)

Numbers (0-9)

Lower case Alphabetic (a-z)

These special characters are allowed: ! " \$ % & , ( ) \* + - / ; : < = > ? [ \ ] ^ \_ { | } ~

These are not allowed: # @ and the space character

### **What It Cannot Contain**

Any words of 3 or more characters, including foreign words

Any names, person, places, or things found in a common dictionary

Any of your names (first, middle, last), any current Cal Poly username

Your previously used password (the system remembers your last password)

Any combination of three or more of the same type of character (i.e. ajm, 347, \$-+)

**Example of Acceptable Passwords:** Jk7-6r3b T99b34+s

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Campus Approval: \_\_\_\_\_ Date Processed: \_\_\_/\_\_\_/\_\_\_

ITS Approval: \_\_\_\_\_ Date Processed: \_\_\_/\_\_\_/\_\_\_