

SCHENECTADY COUNTY COMMUNITY COLLEGE

**College Network
Email Account Request Form**

First name: _____ MI: _____ Last Name: _____
Work phone: () _____ - _____ Ext: _____ Home phone: () _____ - _____
ID Number: _____

If you had an email account from a previous semester:

Indicate User ID: _____ Indicate semester and year: _____

User status (check one):

- | | |
|----------------------------------|--|
| <input type="checkbox"/> Student | <input type="checkbox"/> Graduate of SCCC |
| <input type="checkbox"/> Faculty | <input type="checkbox"/> Other SUNY Campus |
| <input type="checkbox"/> Staff | <input type="checkbox"/> Other Guest _____ |

Department/Unit (check one):

- | | | |
|--|---|--|
| <input type="checkbox"/> 1. President | <input type="checkbox"/> 7. Business and Law | <input type="checkbox"/> 13. Student Affairs |
| <input type="checkbox"/> 2. Planning & Development | <input type="checkbox"/> 8. Developmental Studies | <input type="checkbox"/> 14. Admissions |
| <input type="checkbox"/> 3. Academic Affairs | <input type="checkbox"/> 9. Hotel/Culinary Arts/Tourism | <input type="checkbox"/> 15. Financial Aid |
| <input type="checkbox"/> 4. Academic Services | <input type="checkbox"/> 10. Humanities/Social Sciences | <input type="checkbox"/> 16. Student Dev. Services |
| <input type="checkbox"/> 5. Continuing Education | <input type="checkbox"/> 11. Math/Science/Technology | <input type="checkbox"/> 17. Administration |
| <input type="checkbox"/> 6. Library Services | <input type="checkbox"/> 12. Music | <input type="checkbox"/> 18. _____ |

Statement of Responsibility

Computer resources are provided to members of the Schenectady County Community College community for use in their prescribed tasks as well as for personal and professional development. Accounts are provided on academic and administrative computer systems as appropriate. Use of these resources is a privilege, not a right, and access is granted with restrictions and responsibilities for their use. Violation of SCCC Computer Use Policies and Procedures can result in disciplinary actions. Use of college-owned equipment must be in a manner consistent with federal, state and local law.

Please note that your data is yours to care for. SCCC is not responsible for restoring data lost through your mismanagement. Your password is the primary protection for you files, your e-mail and all your college computer accounts. You are responsible for all activity from your accounts. You should not tell anyone else your password and you should change your password after you receive your account or after your password gets changed by the Computer Center staff.

I have read the above statement of responsibility, have received a copy of the Computer Use Procedures and I agree to abide by the provisions therein.

Signature: _____ Date: _____

Computer Center Completes This Section

Your User ID is: _____ Your password is: _____

Please note that your User ID may have an expiration date as described in the SCCC Computer Use Policies and Procedures. Accounts for outside users are subject to review and termination at any time. After an account has expired, the account and all of the files associated with it are deleted. When expiration is imminent, you will be notified by electronic mail. To request a delay in expiration date send a written request to the Computer Center.