



Information Technology Services  
Union College  
Schenectady, NY 12308

Application For Computer Account  
Union College Faculty/Staff

Account Expires at End of Service with Union College

Are you a Faculty Member of Union College? Y\_\_\_ N\_\_\_ Dept\_\_\_\_\_

Are you a Staff Member of Union College? Y\_\_\_ N\_\_\_ Dept/Office\_\_\_\_\_

Last Name (Please Print Legibly)

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First Name

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Middle Initial

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Your username will usually be made up of your last name (up to 7 characters), followed by the first initial of your first name. If your last name is the same as another user, and the initial of your first name is also the same, then your username will be the first 6 characters of your last name, followed by the first initial of your first name and a number.

*Example: Jack Armstrong would be **armstroj**; John Armstrong would be **armstrj2**.*

***Your initial password will be provided.*** \_\_\_\_\_

**You will need to check with ITS at least 24 hours after submitting this form to see exactly what your username and password are.**

Employee ID Number

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Contact Information

Phone

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Email \_\_\_\_\_

YOUR SIGNATURE BELOW INDICATES THAT YOU HAVE READ THE ATTACHED **ACCEPTABLE USE POLICY** IN ITS ENTIRETY AND THAT YOU AGREE TO THESE OPERATING CONDITIONS.

**ALL APPLICATIONS FOR A COMPUTER ACCOUNT MUST BE SIGNED. YOUR ACCOUNT WILL NOT BE ACTIVATED UNLESS THE APPLICATION IS SIGNED.**

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

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