

May, 2009

Information Technology Services

On behalf of Information Technology Services at Union College, we want to welcome you to the campus. We have included some information on how to get started using the wide variety of technology resources available to you at Union. Please read the enclosed material carefully and return the required forms. If you have any questions please contact us at (518) 388-6293 or via e-mail at its-acad@union.edu.

David V. Cossey
Chief Information Officer

Mary E. Parlett-Sweeney
Director of Academic Computing

In this packet are the following items:

- Computer Account Information contains your username, initial password, and email address. This will be your account for your four years at Union.
- Application For Computer Access (AFCA) is the form to authorize your Union College account. **You must fill out the form, sign it and mail it back in the envelope provided.** Be sure to *detach* and keep the Policy on Responsible Use (attached to the AFCA) for your records.
- How to Change Initial Password Through Self-Service will show you how to change your initial password to a password of your choice. This should be the first thing you do after mailing your signed AFCA to us.
- How to Enroll in Self-Service will show you how to enroll in the Self-Service Center for future password recovery. You should do this immediately after changing your initial password.
- How To Use Umail will get you started using our email system over the web.
- How to Change Privacy and Junk Mail Settings will show you how to set up junk mail filtering.
- Union College Email Policy is the official College stance on using your Union College email address/account.
- Telecommunications Fact Sheet explains Union's telephone, voicemail, long distance access, rate and billing information.

Computer Account information

You have been given an email account on the mail server named *Umail*. Your username, initial password and email address are provided to you on the enclosed **Computer Account Information** sheet. You will keep this account and username until you graduate.

Form to be returned

Please sign and return the **Application For Computer Account** (AFCA) form to Union College in the preaddressed and stamped envelope provided. You should read, *detach*, and keep the **Policy on Responsible Use** (the sheet attached to the AFCA). Then completely fill out and sign the AFCA and put it in the envelope to be returned. Be sure you sign the form. If the form is not returned or is not signed, your computer account privileges will be suspended until we received a signed AFCA.

For more information

An overview of the services available to you as a Union student may be found online at <http://its.union.edu/docs.html>

General information about computing at Union College can be found at the Information Technology Services website at <http://its.union.edu>

