## Request for New Account or Change to Existing Account

**Request Type:**
- [ ] New
- [ ] Central Unix (Webpage)
- [ ] Change (Check One)
  - [ ] Email

### Student Life & Leadership (SL&L) & ITS Service Desk

1. **Cal Poly Username/Email:** ___________________________________ @calpoly.edu
2. **Official Club/IRA Name:** ________________________________________
3. **Contact Person for this request:** ________________________________ Phone: ____________________
4. **Contact Email:** ________________________________________________ @calpoly.edu
5. **New Club/IRA Username/Email:** ________________________________ @calpoly.edu
   If requested username is invalid or unavailable, Student Life & Leadership will contact the requester.
6. **Requested Web Address (URL):** http://www.___________________.calpoly.edu
   Web address requests are processed by the ITS Service Desk.

   Enter the email address of the webmaster:
   ____________________________________________________________
   (All email for this Virtual Host will be sent to this address. We will send confirmation to this address when the request is completed.)

7. **Password Change (Circle if requesting a password change)**
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.

### All Fields Required

**Club/IRA Authorization**
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: [http://security.calpoly.edu/policies](http://security.calpoly.edu/policies).

8. **IRA Program Coordinator:** ______________________________________

9. **Club President Name (Print):** _____________________________________
10. **Club President Signature:** ________________________________ Date: ____________

   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 [http://security.calpoly.edu/policies](http://security.calpoly.edu/policies) for more information), and agree to report any misuse of which I become aware.

11. **Club Advisor (Print):** ____________________________ Dept: ___________ Phone: __________
12. **Club Advisor Signature:** ________________________________ Date: ____________

13. **Advisor:** _____ 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.

14. **SL&L Authorization:** I certify that this is a Cal Poly Recognized Club.

   **SL&L Representative (PRINT):** ______________________________________

   **SL&L Representative Signature:** ________________________________ Date: ____________

   If this form is not complete, it will be returned to SL&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 servicedesk@calpoly.edu.

### Submit COMPLETED form to the Student Life and Leadership Office in UU217

Cal Poly, SLO Information Technology Services Office Use Only

<table>
<thead>
<tr>
<th>SRS Case ID:</th>
<th>Processed By:</th>
<th>Date Processed:</th>
<th>Creator's Initials</th>
<th>Sup's Initials</th>
<th>RSN</th>
<th>File Pathname:</th>
<th>Last updated:</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________</td>
<td>____________</td>
<td><em><strong><strong>/</strong></strong></em>/____</td>
<td>____________</td>
<td>____________</td>
<td>____</td>
<td>V:\IS\Public\SD\Forms\Current</td>
<td>12/19/12</td>
</tr>
</tbody>
</table>
New Accounts
Clubs will be given one Central UNIX account for support of club Web pages, one 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 email 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

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

Cal Poly, SLO Information Technology Services Office Use Only

Campus Approval: _________________________________________ Date Processed: ___/___/____
ITS Approval: _____________________________________________ Date Processed: ___/___/____