

# Brooklyn College Entity Email Account Application

This application is used to request the creation of an email address representing an office, campaign, process, or other non-personal entity. The requestor/sponsor agrees to take responsibility for its use as per below.

## Account creation:

Entity accounts should be as short as possible to make it easier for people to email to it. Email accounts are created in batches – typically once per week. ITS will notify you or your office when the account is ready. If you encounter a problem using your account or would like assistance setting up handhelds, phones, laptops, or home computers to access your account, contact ITS at 718-951-4357 option 2.

**Fine print:** By signing below, you as sponsor agree to ensure that any authorized users of the account:

- Use the requested accounts only for authorized campus business.
- Take great care to avoid disclosing your credentials or clicking on unknown links in suspicious emails.
- Notify ITS immediately if you feel your credentials have been compromised or that you may have been tricked by a SPAM email.
- Obey all rules concerning the use of the system (see below), including: Respecting the rights of privacy, property rights, and copyrights of data and computer programs belonging to others. Not prying into privileged system files or programs, and not copying system files or programs, even though you may have access to them.
- Respect the rights of all other users of the system and will not knowingly use computing services in any way which is disruptive or damaging to the system, or any other users.
- Change your login password no less frequently than every 90 days as per CUNY security requirements. There is a six-login grace period, after which the email system will automatically suspend access to your account.

Email and network accounts are governed by the CUNY Policy on Acceptable Use of Computer Resources and the BC Email/Web/Computing Policies, which can be found in the college portal: Technology tab-> IT Policies section.

**I agree to the above terms and understand that violations of the terms of use may result in revocation of this account, and could result in administrative and/or legal action, as determined by the college.**

Please print or type the entries below to ensure that the account is created accurately

Proposed entity email ID: \_\_\_\_\_@brooklyn.cuny.edu

Proposed directory name: \_\_\_\_\_

Select one of the following email routing options:

Preferred: Set up this account as an additional mailbox on the following staffers computers:

Alternate: Set up this account so that incoming email is forwarded to the following staffers computers:

\_\_\_\_\_

Sponsor name: \_\_\_\_\_

Office/Dept: \_\_\_\_\_ Room: \_\_\_\_\_ Bldg: \_\_\_\_\_

Title: \_\_\_\_\_ BC Phone #: \_\_\_\_\_

Proposed password: \_\_\_\_\_ (At least 7 characters, including at least one number and one special character (! \$ # %)). Passwords are case sensitive and should include both uppercase and lowercase letters.

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Please return this completed application: By email to [netgroup@brooklyn.cuny.edu](mailto:netgroup@brooklyn.cuny.edu), by fax to (718-951-4558), by hand to ITS via ITS library entrance near the Lilly Pond, or by inter-office mail to ITS Network Support.