

Brooklyn College Employee Individual Email/Network Account Application

Account creation: As per CUNY protocols, BC Email addresses are created in the format: FIRSTNAME.LASTNAME using your name as recorded in CUNYfirst. If you require a variant name because of marriage, divorce, or other legal change, please indicate that under “special instructions” and HR will verify that need. If another user already has that account name, a variant will be used, which may include adding a numeric suffix. Names that exceed the system size limitations may be truncated or abbreviated in some way.

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 agree to:

- Use the requested accounts only for authorized campus business and for your own use.
- 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 your account is created accurately

I am requesting: Email account Network server account (LAN) Both accounts Part-timer Security/Cust

First Name: _____ Last Name: _____

Office/Dept: _____ Room: _____ Bldg: _____

Title: _____ CUNY Empl-ID: _____

BC Phone #: _____ Home/cell: _____

Special instructions: _____

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.

Applicant Signature: _____ Date: ____/____/____

HR or Supervisor name: _____ Signature: _____

Please return this completed application: By email to 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.