



Department, Unit, Subunit, or Service Account Request Form

Requestor Information

- 1. Requestor's Name:
2. Requestor's Department:
3. Cal Poly email address:
4. Phone:

Unit being created or modified

- 1. Name of Department, Unit, Subunit or Service:
2. Cal Poly Username / Email Address:
3. Unit type (unit, subunit, or service):
4. Department:
5. College:
6. Technical Contact Person:
7. Technical Contact Person Title:
8. Administrative Contact:
9. Administrative Contact Title:
10. Building: 9. Room:
11. Phone: 12. FAX:
13. Check this box if you do NOT want this unit listed in the public directory

14. Purpose of account:

Check the ITS Services that you are requesting for this unit

- 15. My Cal Poly Portal, Email, Central UNIX, Other

Billing and Sponsor for Reimbursable Accounts - REQUIRED for Secondary Department Accounts

We do not currently bill for this service, but we may begin to do so in the future. For more information, visit: http://servicedesk.calpoly.edu/accounts_passwords/accounts/organizational.html.

- 16. Fund: 17. DeptID: 18. Acct:
19. Program: 20. Grant/Project:
21. Class: 22. Org Key:

- 23. Authorized Signature:
24. Print Name: 25. Title:

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.

- 26. Account User Signature: 27. Date:

This form may be mailed via campus mail to the ITS Service Desk, building 14 room 114 or faxed to (805) 756-1536. Questions? Contact the ITS Service Desk at servicedesk@calpoly.edu or (805) 756-7000

Cal Poly, SLO Information Technology Services Office Use Only

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