

New or Change (Check One)

Student Life & Leadership (SL&L) & ITS Service Desk	<p>1. Cal Poly Username/Email: _____ @calpoly.edu</p> <p>2. Official Club/IRA Name: _____</p> <p>3. Contact Person for this request: _____ Phone: _____</p> <p>4. Contact Email: _____ @calpoly.edu</p> <p>5. New Club/IRA Username/Email: _____ @calpoly.edu If requested username is invalid or unavailable, Student Life & Leadership will contact the requester.</p> <p>6. Requested Web Address (URL): http://www._____ .calpoly.edu Web address requests are processed by the ITS Service Desk.</p> <p>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.)</p> <p>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.</p>
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All Fields Required	<p>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.</p> <p>8. IRA Program Coordinator: _____</p> <p>9. Club President Name (Print): _____</p> <p>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 for more information), and agree to report any misuse of which I become aware.</p> <p>11. Club Advisor (Print): _____ Dept: _____ Phone: _____</p> <p>12. Club Advisor Signature: _____ Date: _____</p> <p>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.</p> <p>14. SL&L Authorization: I certify that this is a Cal Poly Recognized Club. SL&L Representative (PRINT): _____</p> <p>15. 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.</p>
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Cal Poly, SLO Information Technology Services Office Use Only			
SRS Case ID: _____	Processed By: _____	Date Processed: ___/___/___	
User Login: _____	Mailed: ___/___/___	Called to Pickup: ___/___/___	
Creator's Initials _____	Sup's Initials RN _____	File Pathname: V:/its/uss/service desk/public/forms	Last updated: 06/23/09

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

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Campus Approval: _____	Date Processed: ___/___/___
ITS Approval: _____	Date Processed: ___/___/___