

**Account Type** (Check all that apply):     **My Cal Poly**     **Email**     **Calendar**     **UNIX**

**Requestor Information**

1. Requestor's Name: \_\_\_\_\_ 2. Phone: \_\_\_\_\_

3. Requestor's Department: \_\_\_\_\_

4. Cal Poly Email Address: \_\_\_\_\_

<input type="checkbox"/> <b>State Faculty or Staff *</b>	Account requests can be processed after the Cal Poly Payroll and HR offices have entered the person into PeopleSoft.
--	--

<b>Auxiliary Accounts (Sponsor Information Required →)</b>	Sponsored Program (if applicable): _____
<input type="checkbox"/> ASI	Sponsored Program Grant or Fund information: _____
<input type="checkbox"/> Cal Poly Corporation (CPC) Sponsored Program**	Print Name: _____ Date: ____/____/____
	Signature: _____
	Title: _____ (Human Resources Representative or Program Director)

\* Accounts for volunteers, contractors and other miscellaneous non-state employees are requested on the Affiliated Person Request Form. Department accounts are requested on the Department Account Request Form. Special account request forms are located at: [http://servicedesk.calpoly.edu/forms/comp\\_forms.html](http://servicedesk.calpoly.edu/forms/comp_forms.html).

\*\* Only Sponsored Program accounts are requested with this form. Regular Cal Poly Corporation employee accounts are requested by calling the CPC Help Desk at (805) 756-5344.

**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 Responsible Use Policy located at <http://security.calpoly.edu/policies>.

**Account User Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

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

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: <u>DAB</u> Sup's Initials: <u>RN</u> File Pathname: V:\its\USS\Service Desk\Public\Forms    Last Updated: 06/23/2009		