



Instructions:

**Requester: Complete sections 1, 2 & 3 then send the completed form to your sponsor**

**Sponsor: Complete section 4 then send the completed form to support@qc.cuny.edu**

**SECTION 1**

Faculty

Staff

**SECTION 2**

First name:

Last name:

8 digit emplid#:

QC email: \_\_\_\_\_ @qc.cuny.edu

**SECTION 3**

A Google Apps for Education is a generic account on the Google system. You must have a faculty/staff QC email in order to access the Google Apps. If you do not have a faculty/staff QC email then please go to the CAMS site located at <http://cams.qc.cuny.edu> to activate your faculty/staff QC email.

This new department Google Apps account will come with the following benefits:

- Google Sites - Websites and ePortfolios
- Google Drive - Unlimited online cloud storage & collaboration
- Google Classroom - Course management system
- Google Calendar - Scheduling

For more information: <http://ctl.qc.cuny.edu/google-apps-at-qc/> and <http://ctl.qc.cuny.edu/claim-qc-google-apps-account/>

Format of the Google account will be: Q<department acronym><program> (Maximum 20 characters)

ex: [QITSServerTeam](#)

Format of the Google account email address will be: QC.<dept acronym><program>.GAPPS@qc.cuny.edu

ex: [QC.ITSServerTeam.GAPPS@qc.cuny.edu](#)

**SECTION 4 Sponsor information**

Today's date: (format: mm/dd/yyyy)

(If not specified, processed date will be used)

Department:

Department acronym:

Program name/other information:

Description how this account will be used:

Sponsor name:

Sponsor's email: \_\_\_\_\_ @qc.cuny.edu

**(Sponsor must send the form to support@qc.cuny.edu from their QC email)**

**Please allow 2 to 3 business days for your request to be processed**