



Office of Information Technology Strawman Email (MyMail) Account Request Form

Complete this form and return it (in person) to the OIT Helpdesk located in DH-151. You must present a valid Queens College ID card with this form. This form will not be processed if incomplete &/or illegible. All **signatures required**. Please allow **2 to 3 business days** for your request to be processed.

QC Status

Full Time Part Time

Faculty Staff

Personal Information (PLEASE PRINT LEGIBLY) (full legal name as registered with Queens College)

First Name _____ Middle _____ Last Name _____

Department _____ Department Acronym _____

Bldg _____ Room # _____ Campus Phone (_____) - _____ - _____

Intended Use

A Strawman Email account is a Generic Department email on the MyMail (aka MS Exchange) system. You must activate your individual personal faculty/staff MyMail (aka QC Username or ADS) account via the CAMS webpage in order to access this Generic Strawman email account. If you do not have a faculty/staff MyMail account then please go to the CAMS site at <http://cams.qc.cuny.edu> & click on the green "get started and sign up" link to activate your account.

If more users are to be linked to this Strawman account please list their names on page 2 of this form.

Format of Strawman Email account will be: QC<department acronym><program name> (Maximum 20 characters long)
ex: QCOITAccountsManager

NOTE: You must already have activated your faculty/staff QC Username

My Queens College email address is _____@qc.cuny.edu

Departmental/Program Strawman Email Account (on the MyMail system)

Name of Department &/or Program _____

Brief Description of how this account will be used _____

Preferred Strawman Email address: _____@qc.cuny.edu

NOTE: (Please do not use underscore, dash, space or any other special characters. You can use a period in the email address.)

NOTE: Strawman accounts are not handled through CAMS. Account notification & instructions will be mailed to your Queens College email address.

All signatures required

User Signature: _____ Date _____

Name of Dept. Head or Sponsor or Chairperson (Please print) _____

Office Head or / Sponsor or /
Chairperson Signature _____ Date _____

Please return this form to the OIT Helpdesk so that it can be signed & dated by an OIT Helpdesk tech

OIT Use Only

ID card Verified by _____
Date _____

Additional Users: Only a faculty/staff QC Email can be linked to the Strawman, not a student QC Email. Please xerox this page if more users need access.

Name of additional user 1: _____

User 1: You must activate your individual personal faculty/staff MyMail (aka QC Username or ADS) account via the CAMS webpage in order to access this Generic Strawman email account.

NOTE: You must already have activated your faculty/staff QC Username

My Queens College email address is _____@qc.cuny.edu

Name of additional user 2:

User 2: You must activate your individual personal faculty/staff MyMail (aka QC Username or ADS) account via the CAMS webpage in order to access this Generic Strawman email account.

NOTE: You must already have activated your faculty/staff QC Username

My Queens College email address is _____@qc.cuny.edu

Name of additional user 3:

User 3: You must activate your individual personal faculty/staff MyMail (aka QC Username or ADS) account via the CAMS webpage in order to access this Generic Strawman email account.

NOTE: You must already have activated your faculty/staff QC Username

My Queens College email address is _____@qc.cuny.edu

Name of additional user 4: _____

User 4: You must activate your individual personal faculty/staff MyMail (aka QC Username or ADS) account via the CAMS webpage in order to access this Generic Strawman email account.

NOTE: You must already have activated your faculty/staff QC Username

My Queens College email address is _____@qc.cuny.edu

Queens College Account Policy:

Please note that this Generic Department email (Strawman Account) will be accessed through your individual personal faculty/staff MyMail (aka QC Username or ADS account) email. If you have not already activated your individual personal faculty/staff MyMail email account just go to the CAMS webpage at <http://cams.qc.cuny.edu> to activate your account. Click on the yellow "sign up now" button then enter your information. If you are having problems activating your individual personal faculty/staff QC Username account then please come to the OIT Helpdesk located in DH-151 for help.

You must also have the MS Outlook client installed onto your desktop in order to access this Generic Department Strawman email account. If you are having problems installing the MS Outlook client onto your computer please call the OIT Helpdesk at (718) 997-4444 for help.

The QC OIT Accounts Manager will email you the instructions on how to access the Generic Department Strawman email account through your individual personal faculty/staff MyMail email account.

The format of the Strawman Email account will be: QC<department acronym><program name> where the department acronym is the abbreviation of the department. (ex: The department acronym for Office of Information Technology is OIT).

You must already have an individual personal QC MyMail email account in which the QC OIT Accounts Manager can email you the account notification that includes instructions & information about the Strawman Account. If left blank then the Accounts Manager will email the Department Head/Chairperson or Department Secretary who signed the Strawman Request form under the "Office Head or/Sponsor or/Chairperson signature". Account information will not be sent to external email systems.

All signatures required on this form. The form will not be processed if incomplete and/or illegible. This form is not intended for student accounts.

Due to security reasons, OIT suggests that you bring this completed form in person to the OIT Helpdesk located in DH-151.

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

Queens College Account Security Policy:

By signing this form you acknowledge and accept your responsibility for maintaining the confidentiality and security of the student information system.

Your Queens College account, in compliance with Federal, State, and University regulations, is to be used solely for Queens College-related work, and not for personal use. Violations of these policies will be dealt with in accordance with University policy guidelines.

Helpful Hints and Tips on Safeguarding Your Account:

You should take all necessary precautions in protecting your Queens College computer account.
Do not leave a terminal which has been logged on to your account.
Locking down your computer via a "Windows" password is highly recommended.
Do not share account or password information with anyone.
An account assigned to you, by the College, must not be used by others.
You should change your password frequently and should not disclose it to anyone.

Password Tips:

Avoid using actual words.
Jumbled letters and/or numbers make the best password. Change your password from the initial setting.
Do not use nicknames, birthdates or names of spouses or children.
If you must write your password down, never identify it as such.