



**Office of Information Technology
Computer Account Request Form (For Faculty/Staff only)**

Complete this form and return it (in person) to the OIT Helpdesk located in DH-151. **An original letter addressed to OIT Accounts Manager** stating your full legal name, ss#, date of birth and status typed on **department letterhead must be included & attached to this form** along with a copy of your govt-issued picture id (driver license, passport, non-driver id.) 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. Please see the 2nd page for more information about the account policy.

QC Status (please check one for the account you are applying for) **Not intended for students.**

<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	<input type="checkbox"/> Faculty (you are considered faculty if you are <u>teaching</u> at least 1 class here at QC) <input type="checkbox"/> Staff (not teaching at QC) <input type="checkbox"/> Guest (please specify): _____ *** does not get QC email account *** *** PLEASE NOTE: guest does not get a QC email account ***
User need QC Email account? <input type="checkbox"/> Yes <input type="checkbox"/> No	Sponsor (sponsor must be full-time faculty/staff): _____ Expiration date: (MM/DD/YYYY): _____ / _____ / _____ (see QC Account Policy 3 rd paragraph)

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

First Name _____ Middle _____ Last Name _____
 Home Address _____ City _____ State _____
 Zip Code _____ Home Phone: (____) - ____ - _____ Department _____
 Campus Phone (____) - ____ - _____ Bldg _____ Room # _____

Individual Account (Not intended for student accounts)

Your information will be added to CAMS (College Account Management System). After this form has been processed you will need to activate your QC Username account by pointing your web browser to **cams.qc.cuny.edu**

9-digit Social Security #: _____ - _____ - _____

Date of Birth (MM/DD/YYYY): _____ / _____ / _____

8-digit EMPLID#/CUNY id # (from claiming CUNY1st account): _____

Valid off-campus email for the OIT Accounts Manager to email you the account notification only:

Off-campus email _____ (for account notification only)

OIT will not be responsible for notification if no valid email provided or if unreadable.

ORIGINAL DEPT LETTERHEAD TO OIT & DRIVER LICENSE WITH THIS REQUEST FORM REQUIRED:

Please attach an **original** letter from your dept addressed to OIT Accounts Manager stating your name, ss#, date of birth & status (ex: full-time, part-time, adjunct, college assistant, student aide, etc) on dept letterhead **signed by the dept chairperson, officehead or dept secretary** to this form. Letters address **NOT** to OIT Accounts Manager will **NOT** be accepted. Please attach a copy of your govt-issued picture id (ex: driver license, passport, non-driver id, visa immigration document, etc). Please note that an OIT helpdesk tech must complete the bottom section in order to be processed.

Print Dept Chairperson/Officehead or Dept Secretary or

Sponsor Name: _____ Date _____ / _____ / _____

Signature of Dept Chairperson/Officehead or Dept Secretary or

Sponsor signature (please sign): _____

OIT USE ONLY (THIS FORM WILL NOT BE PROCESSED IF THIS BOX IS NOT COMPLETED BY AN OIT HELPDESK TECH)

OFFICIAL DOCUMENT XEROXED & ATTACHED WITH ORIGINAL DEPARTMENT LETTER TO FORM BY (ex: driver license, etc.) REQUIRED: MUST BE ORIGINAL DEPT LETTERHEAD NOT XEROX COPY & ATTACH GOVT-ISSUED ID

& Please attach original dept-signed dept letterhead addressed to OIT Accounts Manager & govt-issued id to this request form

Please attach: Original dept letterhead attached & Copy of driver license/passport attached

Accepted by **OIT Helpdesk Tech (Please Print)** _____

Please check what user needs? ADS QC Email QC ID card

Signature of **OIT Helpdesk Tech** _____ Date _____ / _____ / _____

This form must be signed & dated by an OIT Helpdesk tech in order to be processed

Queens College Account Policy:

All current registered QC faculty & staff are eligible for a QC Email (email only) account and a QC Username (aka ADS or AD) account. OIT strongly encourages the campus community to activate & use their QC email account while attending QC. Forwarding of QC email is not support by OIT.

An original letter from the dept addressed to OIT Accounts Manager stating your name, ss#, date of birth & status (ex: full-time, part-time, adjunct, college assistant, student aide, etc) & if the user needs a QC Email account or not typed onto original dept letterhead must be included & signed by the dept chairperson/ officehead or dept secretary) & attached to this form. This is due to the illegible handwriting that can't be deciphered correctly & to prevent mistakes. This form must be signed by the user's dept chairperson, officehead or dept secretary (because this form **will not** be processed without a sponsor's name & signature. **The form will not be processed if incomplete and/or illegible.** This form is not intended for student accounts. An OIT Helpdesk Tech must sign & date the bottom of the form as proof. This form must have the sponsor signature (dept chairperson, officehead, secretary or full-time faculty or full-time staff) & OIT Helpdesk staff signature in order to be processed. In order to get a QC faculty, staff or guest account, they must have a QC full-time faculty or QC full-time staff sponsoring him/her.

Non-QC employees (including teaching fellows) must include a signed letter from a sponsor at QC briefly describing intended use of the account and a date at which the account will be expired. Generally the sponsor would be your dept head or chairperson. If no expiration date is specified then the default expiration date will be set to two weeks after the beginning of the following semester. A "guest" only gets a QC Username account and does **NOT** get a QC Email account.

Write down a valid off-campus email address so that the Accounts Manager can email you the account notification. **Not responsible if no valid off-campus is written** on the request form.

If you need a Generic Department email account please go to the OIT Helpdesk window located in DH-151 for a "Strawman Email Account Request Form". You must provide your QC email address so that the Accounts Manager can email the account notification to you. Account information will not be sent to external email systems.

You must activate your QC account by pointing your internet browser to the CAMS (College account Management System) webpage at <https://cams.qc.cuny.edu> then click on "I am a first time CAMS users and do not have an account" located just above the "login" button. Please check the spelling of your name **before you activate your account(s).**

Please check with OHR to make sure your name is correct in the system. If the spelling of your name is wrong please go to the OIT Helpdesk & ask for a faculty/staff account name change form so that your name can be corrected before your account(s) gets created. Please note that OIT will not be responsible for the correction of your name once you activate your account(s).

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 Computer Account Request Form to be processed.**

Queens College Account Termination Policy:

It is the responsibility of the user to fill out the Account Transfer Termination form when the user's job has been terminated. The user's QC accounts will be terminated on the day the user filled out next to "effective termination date" on the form.

A user's QC accounts will also be terminated if the user's name is on the "separation report" (emailed to the Accounts Manager from the Human Resource Office) & has been confirmed by the user's department chairperson/office head that the user has indeed left QC.

A letter written on department letterhead from the your department chairperson/office head must be handed into the OIT Helpdesk stating that you have retired but need your account(s) reactivated must include your full name, current status, which account(s), which system, why you need the account(s) to stay active & for how long the account(s) is to stay up. **Please note that the system needs an expiration date.**

Queens College Account Security Policy:

By signing the "Computer Account Request Form," you acknowledge and accept your responsibility for maintaining the confidentiality and security of the student information system.

Your QC account, in compliance with Federal, State, and University regulations, is to be used solely for QC-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 QC 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.