Telecom & Networking Account Request Form
Revised 8/14/2014

This form is to be used by members of the Hartwick College Community to request an account on the Hartwick System for themselves. Please complete and return to the Technology Resource Center, Clark Hall 150. If you have any questions about completing this form please call the TRC, at ext. 4357. **Please allow 5 days for your account to be created.** Please PRINT or TYPE all information. Incomplete forms will be returned.

I. Reason for account request

☐ Visiting Student   ☐ Existing Account Name Change

☐ Alumni Account Reactivation (Gmail only)   ☐ D2L Organization

☐ Other (explain) _____

II. Type of account you are requesting (check all that apply)

☐ Gmail Account   ☐ Network   ☐ D2L Account
                              (Computer login, wireless)

III. Who is the account for? (required for all account requests):

Last Name:_____ **First Name**:_____ **Middle Init**._____

Home Address: _____
                      Street

                     _____
                      City   State   Zip

Home Phone: _____

Date of Birth: _____ **Hartwick ID#** _____
                             Human Resources can provide Datatel ID for faculty and staff members.

IV. Signature of the person whom the account is for (required for all account requests):

I have received and read a copy of Hartwick College Technology Resources User Responsibilities and "Acceptable Use" and agree to abide by this policy.

_____   _____
Signature   **Date**

V. If request is for a Visiting Student account, also complete this section:

Student ID#: _____ **Campus Box**: _____

Anticipated date of completion:_____ (Accounts will be terminated 10 days after this date.)

Local Address: _____
(if different from above)   Street or Dorm

_____
City   State   Zip

Local Phone (if different from above): _____

VI: If your name has changed, also complete this section:

Former First and Last Name: _____

Former Username: _____**Hartwick ID#:** _____

New First and Last Name: _____

Contact Phone Number: _____

Note: This request will establish a new Hartwick username based on your new name; a new account password will be issued to you as well.

This section is to be completed by the Hartwick Systems Manager.

Username: _____ Date Completed: _____

☐ Gmail Account   ☐ Network   ☐ D2L Account
Initials: _____   Initials: _____   Initials: _____

This section is to be completed by the Datatel System Manager.

Username: _____ Date Completed: _____

☐ E-mail Address   ☐ WebAdvisor
Initials: _____   Initials: _____

This section is to be completed by Technology Resource Center.

Date user notified: _____

TRC representative: _____

Password Rules: Technology Services will set your initial password which will be provided to you. After you login the first time you should change this password (from Hartwick's webpage). It is recommended that passwords be at least 8 characters long but no longer than 10 characters. We do not automatically force password changes, however passwords should be changed every 6 months or less to protect your account and the integrity of our systems. If you believe your password has been stolen or your account compromised contact the Technology Resource Center at x4357 immediately – remember you are responsible for all activities that occur with your account.