

# Office of Converging Technologies

## Computer Account Request Form (For Faculty/Staff only)



Complete this form and return it (in person) to the OCT Helpdesk located in DH-151. **A letter from the dept** stating your legal name, ss#, date of birth & status typed on dept letterhead **must be included & attached to this form** due to ineligible handwritings. A copy of your driver's license must be attached as proof of your legal name. You must present a valid Queens College ID card with this form. This form will not be processed if incomplete and/or illegible. **All signatures required.** Please allow **3 to 5 business days** for your request to be processed. Please see the 2<sup>nd</sup> 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 <input type="checkbox"/> Staff <input type="checkbox"/> Guest (please specify): _____ Sponsor (if guest): _____ (guest gets ADS account only) Expiration date: (MM/DD/YYYY): ____/____/____ (see QC Account Policy 3 <sup>rd</sup> paragraph)
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**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 Email (Lotus Notes) and Active Directory accounts by pointing your web browser to **cams.qc.cuny.edu**

9-digit Social Security # or 9-digit ID # assigned by Immigration or Homeland Security

(not the 14-digit library bar code on the back of your QC ID card): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth (MM/DD/YYYY): \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Please choose a **6 digit (must be all numbers)** PIN number (you may wish to use the 1st 6 of last 7 digits of the library bar code located on the back of your QC ID card) \_\_\_\_\_ (for faculty & staff only)

We can notify you by email when your accounts are ready to be activated. Otherwise, notification will be emailed to dept head or secretary.

Email \_\_\_\_\_ (for account notification only)

**All signatures required**

User Signature: \_\_\_\_\_ Date \_\_\_\_\_  
 (REQUIRED: Please attach a letter from the dept stating your legal name, ss#, date of birth & status on dept letterhead to this form.)

Name of Dept. Head or Sponsor or Chairperson (Please print) \_\_\_\_\_  
 (REQUIRED: Please attach a letter from the dept stating user's full legal name, ss#, date of birth & status on dept letterhead to this form.)

Dept. Head or / Sponsor or / Chairperson Signature \_\_\_\_\_ (Required) Date \_\_\_\_\_

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

**OFFICIAL STATE ISSUED PICTURE DOCUMENT XEROXED & ATTACHED WITH DEPARTMENT LETTER TO FORM BY (ex: driver's license, etc.) (REQUIRED)**

Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### **Queens College Account Policy:**

All current registered Queens College faculty, staff and students are eligible for a Lotus Notes (email only) account and an Active Directory (aka ADS or AD) account. OCT strongly encourages the campus community to activate & use their Queens College email account while attending Queens College. Forwarding of Queens College email is not support by OCT.

**All signatures required on this form. A letter from the dept stating your name, ss#, date of birth & status typed onto dept letterhead must be included & attached to this form.** This is due to the ineligible handwriting that can not be deciphered correctly & to prevent mistakes. A copy of your driver's license must be attached to this form as proof of your legal name. **The form will not be processed if incomplete and/or illegible.** This form is not intended for student accounts.

Non-QC employees (including teaching fellows) must include a signed letter from a sponsor at Queens College 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 an ADS account and does **NOT** get a Lotus Notes email account.

Write down a valid email address so that the Accounts Manager can email you the account notification. If left blank then the Accounts Manager will email the Department Head/Chairperson or Department Secretary.

If you need a Generic Department Lotus Notes email account please go to the OCT Helpdesk window located in DH-151 for a "Strawman Email Account Request Form". Please note that this Generic Department Lotus Notes email is web-access only meaning that you must point your browser to <https://mail.qc.cuny.edu> in order to access the emails going into this account. 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.

The PIN number for faculty & staff is the 1<sup>st</sup> 6 digits of the last 7 digits of your library bar code which is located on the back of your QC ID card. If you do not have a library bar code then please choose a 6 digit PIN number.

You must activate your Queens College 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)**.

**If the spelling of your name is wrong** please go to the OCT 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 OCT will not be responsible for the correction of your name once you activate your account(s). The correction of your name will be up to the OCT Accounts Manager.

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

**Please allow 3 to 5 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 disabled on the day the user filled out next to "effective termination date" on the form.

A user's QC accounts will also be disabled 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 OCT 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 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.