



Office of Converging Technologies

Computer Account Request Form

Complete this form and return it to the OCT Helpdesk located in the I-Building. 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 2 to 3 business days for your request to be processed.

QC Status

(please check one for the account you are applying for)

<input type="checkbox"/> Full Time	<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff	<input type="checkbox"/> Other (please specify): _____
<input type="checkbox"/> Part Time	Sponsor (if other): _____		
Expiration date: (MM/DD/YYYY): ____/____/____ (see QC Account Policy 4 th 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 _____		Bldg & Room # _____
Campus Phone _____		

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**

Social Security or College ID #: _____ Date of Birth (MM/DD/YYYY): ____/____/____

Please choose a 6 **digit** 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 _____

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

Dept. Head or / Sponsor or /
Chairperson Signature _____ Date _____

OCT USE ONLY

ID CARD VERIFIED BY

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.

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 on the 1st floor of I-Bldg 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.

Non-QC employees (including teaching fellows) should 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.

The PIN number for faculty & staff is the 1st 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.

All signatures required on this form. The form will not be processed if incomplete and/or illegible.

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.

This form is not intended for student accounts.

Please allow 2 to 3 business days for your Computer Account Request Form to be processed.

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.