access.caltech Account Request Form

This form must be submitted in person with a Caltech ID to the Help Desk in 204 Central Engineering Services.

Classes, Clubs and other groups should use a Hosted Account Form.

Caltech UID Number: __________________________

Provide your name as it appears on all other Institute documents:

First Name ___________________________ Middle Initial ___________________________ Last Name ___________________________

A Caltech ID card is required to get an account. No JPL or Alumni accounts will be issued.

- Undergraduate
- Graduate Student
- Postdoctoral Scholar
- Faculty
- Staff
- Visitor
- Summer
- Trustee
- Retiree

Username Preferences:
Must be 8 characters or less. No special characters allowed.

First Choice ___________________________ Second Choice ___________________________ Third Choice ___________________________

For IMSS Use Only

Your access.caltech Account Information

Username: ___________________________

Temporary Password: ___________________________

(capitals are underlined)

Your email address is username@caltech.edu.

Please wait for your account to synchronize overnight before changing your password.

Change your password at https://access.caltech.edu.

Password tips and guidelines: http://imss.caltech.edu/help/password

To access your email & calendar:

Office 365 Exchange Email & Calendar: https://outlook.office365.com

- Enter your access.caltech username in the form username@caltech.edu (e.g. jsmith@caltech.edu) and click Next
- On the Caltech Office 365 login page, login with your access.caltech username and permanent password
- Information about configuring email on your devices: http://imss.caltech.edu/office365/welcome

Your access.caltech account provides access to Library public workstations, software downloads, Caltech BeaverNet (wireless network), and much more.

For more information about your account and the services it provides, see http://imss.caltech.edu or contact the Help Desk at 626-395-3500, help@caltech.edu, or https://help.caltech.edu.