Caltech UID Number: 

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

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Initial</th>
<th>Last Name</th>
</tr>
</thead>
</table>

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

Username Preferences:

Must be 8 characters or less. No special characters allowed.

<table>
<thead>
<tr>
<th>First Choice</th>
<th>Second Choice</th>
<th>Third Choice</th>
</tr>
</thead>
</table>

For IMSS Use Only

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**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](https://access.caltech.edu).  
Password tips and guidelines: [http://imss.caltech.edu/help/password](http://imss.caltech.edu/help/password)

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**Access your email using one of these methods:**

- **Office 365 Exchange Email & Calendar: [https://outlook.office365.com](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](http://imss.caltech.edu/office365/welcome)

- **Caltech (IMSS) Exchange: [https://outlookweb.caltech.edu](https://outlookweb.caltech.edu)**
  - Login with your access.caltech username and password  
  - Information about configuring email on your devices: [http://imss.caltech.edu/help/exchange](http://imss.caltech.edu/help/exchange)

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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](http://imss.caltech.edu) or contact the Help Desk at 626-395-3500, help@caltech.edu, or [https://help.caltech.edu](https://help.caltech.edu).