

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>

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

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>

Caltech (IMSS) Exchange: <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>

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](mailto:help@caltech.edu), or <https://help.caltech.edu>.