Hosted Account Request Form

This form must be submitted in person to the Help Desk in 204 Central Engineering Services. This form is for Classes, Clubs and other groups. Individuals should use an Individual Account Request Form.

Provide the Account Name:
_______________________________________________________________
Full group title for class or club/organization

Host's Name as it appears on all 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.

Host access.caltech username: ____________________ Host Mail Code: ____________________
Host UID: ____________________ Host Campus Extension: _______
Host email address: ____________________

Hosted accounts are for groups (clubs, organizations or classes) and exist at the discretion of the host. Usernames should relate to the group's name, not the host.

Username Preferences:
Must be 8 characters or less. No special characters allowed.
First Choice ____________________ Second Choice ____________________ Third Choice ____________________

Your email address will be username@caltech.edu

If you do not wish to use this account for email, provide a preferred email address for mail forwarding:
__________________________________________________________

End date for the account. Hosted accounts are reviewed at least once per year. The host may provide a date for this review, up to one year from the creation date.
_______ / ______ / ______

To change your password, e-mail forwarding or spam settings, go to: http://utils.its.caltech.edu

For more information about choosing a good password and password restrictions, see:
http://www.imss.caltech.edu
click on Accounts, then Changing Passwords

For more information about your account and the services it provides, see http://www.imss.caltech.edu
or contact the Help Desk at x3500 or https://help.caltech.edu.

For Office Use Only

Username: ____________________ Password: ____________________
Created by: ____________________ Date: ____________________
(Capital letters are underlined)