Caltech Information Management Systems and Services

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)