



Computer Account Request Form

Complete this form to request new computing accounts. Obtain your supervisor or manager's signature; if neither is available, have a computer czar sign. Email the completed and signed form to account-services@slac.stanford.edu or print and send to the Computing Division, MS 97, or bring to the Account Services office in the Computing building (050), room 107. If this is the first account being requested for the Applicant, the Declaration at the bottom of the form must be signed by the Applicant.

Requestor Information (SLAC point of contact submitting the request on behalf of the applicant):

Name Email

Applicant Information

Name (last, first, middle initial) SID#

Off-site Location: (Off-site users only)

Institution Email Telephone

New Account Type (select all that apply):

Windows

Unix

Exchange Email

Shared Account (needs special approval)

Admin Account (-a)

Requested ID (3-8 characters - please refer to [Account Name Rules](#) for full explanation):

1st Choice:
2nd Choice:

SLAC Email (select only one):

MS Exchange

Unix

None (forward to off-site email address)

Additional Instructions or Special Group Requirements:

OU (Windows)

Declaration to be signed by all users of SLAC Information Resources:

I have read and understood the document "[Use of SLAC Information Resources](#)" dated January 2012 and signed by SLAC Director. I agree to use SLAC information resources only in accordance with this document. If I am officially notified of new or additional policies on the use of SLAC information resources, I agree to abide by these policies or immediately cease using SLAC information resources.

Applicant Name (print)

Signature:

Date (mm/dd/yy):

Authorization:

Manager, Supervisor, or Computer Czar Name (print) Group Code**:

Signature*:

Date (mm/dd/yy):

*The above signature must match the Applicant's Supervisor/Manager in the SLAC Directory or be on the authorized [Computing Czar list for computer accounts](#).

**Group Codes are also listed in the Computing Czar list.

Computing Division Use Only

User ID: Acct est'd date: Res Update Date: By:

Password to User Date: Method: By:

Unix ID: User Group: Date: By:

Windows: AD/OU Exchange Serv: Date: By: