PennState
College of Engineering

ENGINEERING SCIENCE AND MECHANICS

212 Earth and Engineering Sciences Bldg.
University Park, PA 16802
(814) 863-6029 / (814) 865-6242
accounts@esm.psu.edu

ESM / College of Engineering User Account Application

This form is for Penn State faculty, staff and others to request a domain and/or email Account from the College of Engineering (COE). While this is a separate account, your user ID will match that of your Penn State Access Account, and cannot be changed once created. Enter a forwarding e-mail address if you are using another system for electronic mail. The user ID and password assigned to you will enable you to connect to the COE Active Directory(domain) in order to login, use electronic mail and access other network services. Return the completed form to the IT Staff in 212 EES Building.

To pick up your Domain Account user ID and password, allow five business days for processing after submitting this form. You may pick up your account ID and password by presenting photo ID to ESM IT staff at 205A Earth and Engineering Sciences Building. You may change your password via any Windows computer connected to the COE Active Directory (domain) or by visiting https://www.engr.psu.edu/password—note the https, for secure communications.

Take great care in safeguarding your password, and please be aware that it will expire every 120 days

Your password must contain at least 9 characters (more preferred) with 3 types of characters: lower-case letters, upper-case letters numbers and punctuation. Your password may not contain your first name, last name or user ID. You may not use any of the last 24 passwords when changing your password.Your account will become locked for 15 minutes after entering 3 incorrect passwords. For assistance please contact the ESM IT staff at accounts@email.esm.psu.edu or by calling 863.6029 or 865.6242.

Last (family) Name	First (given) Name	Middle Initial	Penn State ID Number
Mailing Address			Office Number/Building
Supervisor, Advisor or Sponsor (last name first)			Phone Number
Penn State Status ☐ Penn State Faculty ☐ Graduate Student* ☐ Wage Payroll* ☐ Full-time Staff ☐ Other*_____			Expiration Date (for temporary assignment only)
Penn State Access ID	Current Email Address		

* If the applicant is not Penn State faculty or full-time staff, the signature of the supervisor is required to verify that this account is required for the performance of assigned duties. This includes any applicants not on the Penn State payroll system.

I agree to abide by the conditions set forth in Penn State University Policy AD-20, Computing Policies of the College of Engineering, the Engineering Science and Mechanics Department and the EDUCOM statement on using software in my use of all computer and network resources. I understand that access to the network and other information services is a privilege and not a right. Violation of policy or law may result in suspension of network access or other information service privileges, disciplinary action, and legal proceedings.

Relevant policies can be referenced on the World Wide Web at the URL **http://www.esm.psu.edu/policies/network/** and in the administrative offices of colleges and departments.

For Internal Use Only
Domain Account req'd
Email Account req'd

user ID   initial password

8/24/2016

_____
Applicant's signature   Date

_____
*Supervisor's signature   Penn State Access ID   Date