PENNSTATE
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Engineering Science and Mechanics

209 Earth and Engineering Sciences Bldg.
University Park, PA 16802
(814) 865-6242
accounts@email.esm.psu.edu

ESM/College of Engineering Domain and Email Account Application

This form is for Penn State faculty and staff to request a domain and/or email Account from the College of Engineering (COE). Enter your name carefully, because your initials (when available) can affect the assignment of your user ID, which 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 use electronic mail and other network services. Return the completed form to the Network Coordinator 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 in 212 Earth and Engineering Sciences Building. You may change your password via any Windows 2000 or XP workstation connected to the COE Directory Services (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 180 days

Your password should contain at least 6 characters (8 or more preferred) with mixed letters, numbers and punctuation. You may not use any of the last 24 passwords when changing passwords.Your account will become locked after entering 3 incorrect passwords. For assistance, please contact the ESM IT staff at accounts@email.esm.psu.edu or by calling 863-6029.

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)
PSU Access ID	Forwarding Email Address (if not using this account for email)		

I agree to abide by the conditions set forth in Penn State University Policy AD-20 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** and in the administrative offices of colleges and departments.

* 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.

_____
Applicant's signature   Date

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

user ID   initial password

_____
*Supervisor's signature   COE Domain or CAC Access User ID   Date

7/17/01