PENN STATE
1855

Engineering Science and Mechanics

212 Earth and Engineering Sciences Bldg.
University Park, PA 16802
814.863.6029 / 814.865.6242
accounts@email.esm.psu.edu

ESM Local User Account Application

This form is for Penn State Faculty, Staff, or Students to request a local computer account from the ESM Department. While this is a separate account, your user ID will match that of your Penn State Access Account, and cannot be changed once created. The user ID and password assigned to you will enable you to log on to one or more computers listed on this form.
Return the completed form to the IT Staff in 212 EES Building.

To pick up your Local Account user ID and password, allow two 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 separately on each computer that you are authorized to access.

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
Administering Faculty Member (last name first)*			Phone Number
Penn State Status ☐ Faculty ☐ Graduate Student ☐ Undergraduate ☐ Staff ☐ Other _____			Expiration Date (for temporary assignment only)
Penn State Access ID		Email Address	
Computer Identifiers (bar code, name or IP address for each computer)			

* The signature of the administering faculty member is required to verify that this account is required for the performance of assigned duties.

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

user ID   initial password

Applicant's signature   Date

* Administering Faculty Member's signature   Penn State Access ID   Date

8/24/2016