



CSUDH EMAIL ACCOUNT REQUEST FORM

(Faculty and Staff Only)

Date _____

First Name _____ Middle _____ Last Name _____

Phone # _____ Dept./School _____ Bldg. _____ Room # _____

Title _____ Directory Display Name _____

Division: Admin & Fin Academic Affairs Student Affairs University Adv Other _____

Full time Faculty Part time Faculty Full time Staff Part time Staff Emeriti Student Asst.

Other _____ **Connection Type:** Dial-up DSL Cable **Email Client:** _____

O/S Type: Windows Mac OS Unix/Linux Other: _____ **O/S Version:** _____

Additional Information (Distribution Lists, Group Permissions, etc.): _____

CSUDH Email Usage Guideline

- To use any CSUDH system resource you must be an authorized user.
- CSUDH computer resources are limited to Instructional and Administrative use. They shouldn't be used for commercial use or any invasive activity directed towards other members of the campus community.
- Your Account ID consists of a username and a password. To protect your account, don't reveal your password to others and do not let others use your account.
- If you forget your password, bring a picture ID to the Office of Information Technology (WH B-380). Operations personnel can reset your password for you.
- Do not use CSUDH email accounts or equipment to transmit unsolicited information containing obscene, threatening, offensive, or discriminatory material to another individual, group or mailing list.
- Campus-wide electronic mailing lists may be used only for the purpose of conducting University business. The use of these lists for personal reasons is prohibited.
- Do not use CSUDH email accounts or equipment for criminal or unlawful purpose.
- Do not use CSUDH computer accounts or equipment to gain improper access to another account or system, stored information or data that was not intended for you or for general access.
- Do not use CSUDH computer accounts or equipment to breach system security or to place an undue burden on system or network resources.
- Do not use CSUDH email accounts or equipment to enter chat rooms, interact with MUDs, or play games that utilize network resources.
- Do not send email using a fictitious user ID, an account ID belonging to another person, an account that was not assigned for you, or use any campus resource for purposes of misrepresentation.

Supported Protocols: POP3, SMTP, HTTPS, IPSEC, IMAP4 (campus access only)

POP3 Server: **pop3.csudh.edu** SMTP Server: **smtp.csudh.edu** IMAP Server: **imap4.csudh.edu**

Web Mail URL: **http://email.csudh.edu** VPN Server: **vpn.csudh.edu**

Employee's Printed Name

Employee's Signature

Date

Manager's Printed Name

Ext.

Manager's Signature

Date