Information Technology Services Account Request Form

Provide your name as it appears on all other Institute documents:

First (print legibly)  MI  Last  
Mail Code:  
Campus Extension:  

Use one of the following methods to submit this form

• In person to the Help Desk in 312 Center for Student Services  A Caltech ID is required to get an account.
• Mail it to IMSS at MC 312-87 w/ a legible photocopy of your ID  No JPL or Alumni accounts will be issued.
• Fax it to 626.356.9436 with a legible photocopy of the host ID  UID Number: ______________

Circle Status:  
UG  Grad  Postdoc  Faculty  Staff  Visitor  Summer  Trustee  Retiree  
(Guests, Classes, Clubs, and other groups should use a Hosted Account form)

Usernames must be **eight characters or fewer** (numbers or letters only) and should **relate to your name or initials**. Your username always will be lowercase regardless of how you write it on this form. List three preferred usernames:


The email address will be [username@caltech.edu](mailto:username@caltech.edu)

If you do **not** wish to use this account for email, please provide a preferred email address for mail forwarding (email sent to the account must be read somewhere):


The account has a random initial password when created. Passwords may contain numbers, upper and lower case characters. **Uppercase characters are underlined for clarity.** Be sure to change your password to something you can remember by following this link:

[https://utils.its.caltech.edu/](https://utils.its.caltech.edu/)

Accounts with igue ssableİ passwords will be disabled to protect the security of the cluster. The password is case sensitive, and must be at least 8 characters long. Passwords must have at least three of these character types: uppercase, lowercase, numerals, non-alphanumeric. Passwords should not relate to your username or real name. Notice your account information, including the services enabled. For more information about choosing a good password, see:


This account can be used on the Sun workstations in 214 Steele by typing in your username and password. To log in to UNIX remotely, please connect to [its.caltech.edu](http://its.caltech.edu) using SSH. To log in to a Windows station in the ITS domain, enter your username in the form of iusername@itsi with your password.

For more information about facilities and services provided by Caltech ITS, please visit our website at

[http://www.its.caltech.edu](http://www.its.caltech.edu)

From there, follow the link for **Remote Network Access** to find out how to connect to Caltech from off-campus.

(Items below line for office use only)

Username:  
Password:  
Created by:  
Date  
Remarks:  }