



Faculty/Staff

Alter Ego E-mail Application

Return form to ICIT in room 109 in the North building or fax to (212) 772-5799.

What's this form used for? Alter ego accounts are *not* personal accounts. Alter ego accounts are used for:

- General purpose mailboxes that will be accessed by multiple people within in a department or committee (i.e. Spanish Department Holiday Party Planning Committee)
- High volume purpose specific mailboxes (i.e. Graduate English Department Program Inquiries)
- A titular role that is frequently transferred between individuals (i.e. Math Department Chair)

If you have any further questions, you may contact ICIT at (212) 650-3523 or via e-mail at accounts@hunter.cuny.edu.

If you are a student and want to set up a general mailbox for a Hunter Club or Hunter Organization, please visit Student Services in room 1119 in Hunter Building East.

Prerequisites (both are required)

<input type="checkbox"/> I am a full-time staff or faculty member. Although anyone could use the alter ego account once created, the associated owner must be a full time staff or faculty member. The owner will be responsible for the use of the account.
<input type="checkbox"/> I understand the purpose of an alter ego account. See "What's this form used for?" above.

Account Details

Requested NetID (up to 8 chars, only alpha-numeric)	Short Description of Alter Ego's Function
Requested E-mail Alias (up to 24 chars, only alpha-numeric and periods)	

Account Owner Information

Last Name	First Name	MI
Department/Program	Title or Role	
Hunter Ext./Phone Number	Hunter Personal E-mail	

Please be sure to include your social security number and date of birth at the bottom of this form. Your social security and date of birth information will be removed and destroyed before the form is archived.

By signing this form, the applicant agrees to the following:

Use and communications via this account will be my responsibility. I agree to abide by all policies and regulations covering e-mail, Internet access and server use as stated or implied by ICIT, Hunter College, City University of New York and applicable city, state and federal laws. Hunter's Electronic Communications policy can be found in the "FAQs & Tutorials" section at <http://www.hunter.cuny.edu/icit>. See "Policies."

Signature

Date

For ICIT Use Only

New Hunter NetID

Processed By

Date Processed

Social Security Number:

Date of Birth (mm/dd/yyyy):