



Faculty/Staff Personal E-mail Application

What's this form used for? If you are a new faculty or staff member at Hunter College – an email account may have already been created for you! Please check <https://cfml.hunter.cuny.edu/emaillook/>. If not, please fill out this form completely and return it to ICIT in room 109 in the Hunter North building or fax it to (212) 772-5799. 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, please check <https://cfml.hunter.cuny.edu/emaillook/> to confirm an account has not already been created for you. If it has not, please visit the SNet helpdesk at HN 109 or call 212-650-3624.

Prerequisites (A and B are required)

<p>A: <input type="checkbox"/> I have acquired a Hunter College ID. <i>To acquire a Hunter College ID, you must visit the Welcome Center at HN 100.</i></p> <p>B: <input type="checkbox"/> I am faculty or staff at Hunter College OR <input type="checkbox"/> I am faculty or staff affiliated with Hunter College through _____</p>
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Personal Information

Last Name	First Name	MI
Other E-mail Account (to send your new account information)		Hunter Ext./Phone Number
Department		

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):
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