

New User Account Form

Please fill in all the fields and get the signature of your principal investigator/supervisor. You will be informed of your account details by phone or in person as soon as it is activated. At first log-in you should **immediately reset the password¹**.

Your account is set up initially for one year (usually to coincide with end of summer term of the following year). You should reactivate your account each year if you need uninterrupted service. **You are responsible for the archiving of your data.**

Name (Last, First):	
Preferred user name:	
Office room number:	
Office telephone number:	

Nature of Computer usage:

- Email
- Windows
- Linux
- Other _____.

Name of PI/Supervisor _____.

Signature of PI/Supervisor _____ . Date: _____.

¹Please follow the general guidelines of choosing a password. For example, it should be at least 6 characters long including letters, numbers, and punctuation. Also it should not be dictionary words or any other easily predictable items such as your name, your birthday, etc.