



FPU Calendar/Email Sign-Up Form

Last Name:

First Name: MI:

ALL INFORMATION MUST BE COMPLETED OR THIS SHEET WILL BE SENT BACK TO THE DEPARTMENT.

Today's Date: _____ - _____ - _____ Title: _____ Supervisor: _____
 Department: _____ Contact Phone: _____ Mailbox#: _____

Please Check One:

Faculty
 Staff
 Other, Please Specify _____
 NO CALENDAR! (if this is checked calendar is not required for this person.)

Notes:

1. Please do not order your business cards until you get notification of your email address, email addresses are **not** guaranteed.
2. Email addresses belong to Fresno Pacific University, and are considered for business purposes. Email addresses are granted using a First Name "dot" Last Name naming convention. A provision will be granted for an alias of First Initial, Middle Initial and Last Initial. If the alias conflicts with another existing alias then numeric numbers will be added on the end for uniqueness.
3. Email is not a private medium of communication, and can be monitored by an authorized Fresno Pacific University employee. While we will not monitor email without just cause, we reserve the right to monitor email with the CIO approval.
4. Accounts are terminated upon leaving employment with FPU; email can be forwarded to a supervisor upon their request.
5. ITS will assign you a minimum **six** digit password
6. Fresno.edu accounts are required for all Staff and Faculty and are the **main** form of communication on campus.
7. Campus wide mailings are authorized and sent out from Human Recourses.
8. Calendar Logins will be with first name last name with a space in between.

Rules and permissions may change from time to time; if they do, they will be placed on the ITS Intranet web site.

Accounts will be activated within 3 business days of the receipt of your request. You will be notified by phone when your EMAIL & CALENDAR has been activated.

I have read and will comply with all the above statements.

 Signature Date

When complete, Please Route to: Information Services Box 17

 For ITS. Do not write below this line.

- ___ Created
- ___ Verified on web mail for access
- ___ Added to List Server
- ___ Create Calendar Account
- ___ Verified Calendar Account via httpd

Date Received: _____

Email Name: _____

Alias Name: _____

Password: _____

Calendar login: _____

Calendar pw: _____