



**FILL FORM ONLINE**  
**Print, Sign and Fax**

Return completed form to:  
Computer Services Unit (CSU)  
HSC 2D10A  
Fax: 905.525.0291

**McMaster MAC ID and Email Account Request**  
**Computer Services Unit (CSU)**

Please allow at least 3 business days for processing. To prevent delays in processing, please ensure all sections are completed.

**PLEASE PRINT CLEARLY** **Applicant (Owner of Account)**

Account Type :  Personal  Generic/Courtesy  
(if courtesy, supervisor must be a permanent McMaster employee)  
(if generic, applicant and supervisor must be a permanent employee)

Full Name: \_\_\_\_\_ Employee # \_\_\_\_\_  
Surname Given name

Position Status:  Staff  Faculty  Post Doc  Contract Appointment End Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
mm dd yyyy

Department/Faculty \_\_\_\_\_

Building: \_\_\_\_\_ Room #: \_\_\_\_\_ Phone Ext #: \_\_\_\_\_

Has applicant ever been a McMaster employee?  yes  no If yes, employee # \_\_\_\_\_

Has applicant ever been a McMaster student?  yes  no If yes, student # \_\_\_\_\_

Accounts required:  Mac ID only  E-mail

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(required)

**Generic/Courtesy Account Information**

(The following ONLY to be filled out if requesting a generic/courtesy account)

Purpose of Account: \_\_\_\_\_

Suggested Account Name: \_\_\_\_\_ Suggested temporary password: \_\_\_\_\_  
(max 8 characters) (at least 8 characters)

CO #(Office use only) \_\_\_\_\_ ExpiryDate: \_\_\_\_\_

**Supervisor Approval (Sponsor of the Account)**

Supervisor Name: \_\_\_\_\_ Email address: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone Extension: \_\_\_\_\_

**For CSU Use Only**

Authorization: \_\_\_\_\_ User Name: \_\_\_\_\_ Group: \_\_\_\_\_

Date Created: \_\_\_\_\_ Account Expiry Date: \_\_\_\_\_

**IMPORTANT:** Applicants are accountable for all activity conducted under their assigned user name. By authorizing (signing) this application, you agree to adhere to all McMaster and UTS policies, particularly the Code of Conduct for Computer and Network Users, available for review at <http://www.mcmaster.ca/cis/policy/netcond.htm>. If you suspect that someone has accessed your account, or notice any other irregularities, please report it to UTS immediately.