

You can fill-in gray fields and submit form online via nonsecure connection,  
or **fill-in gray fields (hand-written is not acceptable)**, print it and bring to Administrative Computing (Morgan Hall 105)

## Georgia Southwestern State University

### E-Mail Account Application Form

***Please print clearly or type all fields are required:***

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

ID#: \_\_\_\_\_ Office Phone Number: \_\_\_\_\_

Job Title: \_\_\_\_\_ Dept/School: \_\_\_\_\_

Building: \_\_\_\_\_ Office Room #: \_\_\_\_\_

\*Please list information as you would want it to appear in the [campus directory](#).\*

Status: Faculty [  ] Staff [  ] Student Organization [  ] \_\_\_\_\_

#### **E-Mail Account Policies:**

1. An individual member of *Georgia Southwestern State University* community, faculty, staff or student organization, may be issued an e-mail account. This e-mail account will remain valid so long as the individual is currently employed or enrolled at *Georgia Southwestern State University*.
2. The proper use of the e-mail account is ultimately the responsibility of the individual under whose name it has been assigned. Therefore, it is your responsibility to guard your password and not share your e-mail account and password with others.
3. The use of another individual's e-mail account without his/her expressed consent will be viewed as theft and as computer fraud.
4. The sending of improper messages to other individuals on the network or inappropriate use of the Internet and other networks to which *Georgia Southwestern State University* is directly or indirectly connected will be deemed abuse of computer privileges. When discovered, the abuser's e-mail account will be terminated immediately.

#### **I Have Read and I Agree to Abide by The Above E-Mail Account Policies.**

Your login ID and password will be assigned for you. Please return to Administrative Computing with your picture ID or a driver's license so that you may obtain your login information.

**NOTE:** Your default password may be changed, if so desired. However, it must be a combination of small letters and numbers and limited to 6 characters.

#### **FOR ADMINISTRATIVE COMPUTING STAFF USE ONLY**

LOGIN: \_\_\_\_\_ PASSWORD: \_\_\_\_\_

ADDRESS: \_\_\_\_\_@gsw.edu

**All of the above is in small letters.**

If you will need to check your mail off campus, you may do so by using the Outlook Web Access site at <http://surge.gsw.edu/owa/>