

# SUNY Cortland Academic Computing Services

## Club/Organization Account Request MICROSOFT EXCHANGE

Please complete the following and return to Academic Computing Services, Winchell Hall.

Faculty Advisor Name (Print): \_\_\_\_\_

Faculty Advisor Cortland ID number: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Campus Phone: \_\_\_\_\_

Preferred Club Name: \_\_\_\_\_

Faculty Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Please Note:

(The faculty advisor's Cortland ID number is required to create an account. Any request without the advisor's signature/C #, will NOT be processed.)

### Do not write below this line

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Academic Computing Services will complete the information below. A copy of this form will be sent to your campus address.

Assigned User Name: \_\_\_\_\_

Assigned Email Address: \_\_\_\_\_@CORTLAND.EDU

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Computing Services

Academic Computing Services  
Winchell Hall  
Phone: 753-2500 Fax: 753-5599  
Helpdesk@cortland.edu