



Sundry Computer Account Form

University of California, Santa Cruz

What to do with your completed form:

Mail this form or fax it to the ITS Support Center: FAX: (831-459-4171)

Mailstop: ITS Kerr Hall

1156 High St. Santa Cruz CA 95064

Questions? Call us:

Phone: 831-459-4357

Name (First, Middle, Last)	Can be reached at PHONE	CruzID and/or Alternate email
Applicant's Supervisor (Sponsor)	Supervisor/Sponsor Email	Supervisor/Sponsor Phone
Campus Location/Unit	Division(eg. Arts, BAS)	UCSC Affiliation:(eg.volunteer, Extension)

Sundry Account Type

Single Summer Session
 Both Summer Session
 Temporary Reactivation
 One Quarter
Closes 1st day of the following quarter
 Annual - One year
Closes 6/30, renewable

Create an Account Claim Code:

This is not your password. You will create a new password after you claim your account.

Your Claim Code must be:

- At least 8 characters
- Contain a mixture of upper or lower case letters, numbers, and symbols
- Difficult to guess. (e.g. don't include real words or personal information like user name, names of family, places, pets, birthdays, addresses, hobbies, etc.)
- NOTE: Sundry account Holders cannot print in the IC labs.

Agreement: University policies governing the use of this account are identified on page 2 of this application. Before you use this account, you will be given the chance to read and agree to an Acceptable Use Policy. I understand that I am responsible for any service authorizations requested and I will not disclose my private claim code in any manner. All applicants must sign below.

Applicant Signature	Date
Supervisor/Sponsor Signature	Date

ITS Account Service Team internal use only

ITR Ticket #	Date Received	Date Notified	Completed by
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Policies for Use of UCSC Computing Facilities

Conditions of Use for UC Santa Cruz Applications

UC Santa Cruz applications are governed by The Regents of the University of California. Use of these applications' services subjects you to applicable law and university policies, procedures, and collective bargaining agreements, including, but not limited to UCSC's Acceptable Use Policy and the Access to Information Statement, available at <http://policy.ucsc.edu/html/it0003.shtml> and http://its.ucsc.edu/services/accounts/online_forms/acc_info_stmt.pdf, respectively.

Misuse may result in the loss of access privileges and/or administrative discipline under applicable UC policies and collective bargaining agreements, and/or criminal prosecution under applicable statutes.

Please contact the ITS Support Center with any questions prior to signing in:

- Online: <https://itrequest.ucsc.edu>
- Phone: 831-459-HELP (4357)
- Email: help@ucsc.edu
- In-person: 54 Kerr Hall, M-F 8:00 AM-5:00 PM

Account usage is also governed by the University of California Electronic Communications Policy. Full text of the policy is available online at <http://www.ucop.edu/ucophome/policies/ec>

Your CruzID Password

Your CruzID account is secured by a password that is known only to you. Your CruzID account gives you access to resources, which, in the wrong hands, can be misused.

You are responsible for every use of your account. Never share your password, or make it easy to guess. Always change temporary passwords and password resets as soon as possible.

Your password should be at least eight characters in length and include a combination of upper and lower case letters, numbers, and symbols. Your password should not be a real word, but rather a string of characters that you can remember.

For additional information and pointers, see UCSC's Password Standards at <http://its.ucsc.edu/security/policies/password.php>

How to change your password

Instructions and a web form can be found at:
<http://www2.ucsc.edu/cats/sc/services/change-password.shtml>