

Application for Departmental BOL E-Mail Address

Communications Technology Services – Bruin OnLine • Kerckhoff Hall, Suite 124
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New Account Application

Description of Service

This application enables you to apply for a departmental email account. Along with e-mail service, departments are also allocated 50 megabytes of web space. Departmental accounts do not have access to any other BOL services.

Please keep in mind that a departmental Bruin OnLine account is a privilege and not a right. All of the standard CTS policies apply to these accounts. Account usage is governed by the Acceptable Use Policy. The information set forth in the Acceptable Use Policy defines user responsibilities, consequences of possible misuse and examples of misuse. In order to use this account each person must acknowledge that they have read and agreed to the Acceptable Use Policy. The policy is available for view online at the following URL:

<http://www.bol.ucla.edu/policies/>

Please allow up to two full working days for your e-mail address to be created. The BOL accounts administrator will contact you once your account is available for use.

Who is Eligible

To be eligible for an account, a department must be located on campus. Accounts will expire on October 31 of each year and must be renewed. Anyone using this account must be qualified to get a Bruin OnLine account.

Department Information

Department: _____

Department Mailing Address: _____

Department Telephone Number: _____

Contact's Name/Email/Telephone Number: _____

As there are a limited number of accounts available, please include a brief statement of purpose describing how you will use the account.

E-mail accounts must be between 2-15 alphanumeric characters long and the first character must be a letter. Desired display names for your email address have a 40 character limitation. As these are for your department, we recommend that you select something that is directly related to the name of your department. Passwords are case sensitive must be between 6 and 16 characters in length and must contain a minimum of at least 1 character from two of the three following sets: letters, numbers, and the following special characters: !@#\$\$%^&*().,

Desired Name on the Account: _____

Desired Email Address for the Account:

First Choice: _____ Second Choice: _____

Desired Password: _____

Principal Users

By signing this agreement, the principal users of this account have agreed to abide by all policies set forth by CTS and Bruin OnLine.

Name	Signature	UID	Phone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Authorization

I authorize the creation of this BOL Email account for this department.

Name	Signature	Date
_____	_____	_____

(Department Chair/
Computing Services Coordinator)