

Request for Retiree Email Account

SUNY Cobleskill is pleased to offer access to its campus email system for retired faculty and staff members who wish to remain an active part of the College's academic and community service missions.

To gain retiree email access you must complete the items below, sign this request, and send it to:

SUNY Cobleskill
Information Technology Services
Warner Hall 010
Cobleskill, New York 12043

Your retiree email access will remain in effect for a period of one year from the time it is initially established by the College. Information Technology Services (ITS) will return a copy of this request to you once it has been processed. Approximately one month prior to expiration of your retiree email access, ITS will send a reminder message via email of the upcoming termination of your access. If you reply to this email reminder with a request to continue, your retiree email access will be renewed for another year. **This yearly renewal process may be repeated as many times as you choose to do so.**

Please complete the following items and sign below to request retiree email access. By signing you are agreeing to use the email access granted to you strictly in accordance with the not-for-profit academic and community service missions of SUNY Cobleskill and the SUNY Cobleskill Computer Resources Policy (<http://sharepoint/kb/public/computerresourcespolicy.htm>)

Last Name: _____ First Name: _____ Middle Initial _____

Department/Office: _____

Address (to which notification of your email access is to be sent):

Telephone: _____

Requested Password: _____

Date: _____

Signature: _____

ITS Use Only

Username: _____ **Password:** _____

Account Resources: _____

Notified User: _____

Processed by: _____ **Date:** _____