

# NDC Computer Account Application

This application is for an email account on the Notre Dame College computer network. By completing this application, the undersigned individual acknowledges that he or she has read and agrees to the Email Acceptable Use Policy. If a student leaves the College, their email access will be terminated immediately. Continuing students will keep their accounts throughout their attendance of classes at NDC. The Computer Use Guide includes log-on procedures, which provide you with instructions to log into your new account.

## Under normal circumstances:

**\*Email** in most instances will be your first initial, last name, and the last two digits of the year the Email was created followed by @students.ndc.edu.

-**(For example: John Student would be jstudent08@students.ndc.edu)**

-**You will use your complete email address to log into email.**

-**Check email from the main NDC website or by going to [www.exchangelabs.com](http://www.exchangelabs.com).**

**\*Passwords** will initially be set to “welcome”.

-**It is strongly suggested that you change your password once you have successfully logged in the first time.**

If you have any questions about this application contact Scott Damel (216) 373-5244 ([sdamel@ndc.edu](mailto:sdamel@ndc.edu)). You may fax your form to 216-381-3802.

Please print clearly to ensure your account will be set up correctly.

Student ID number. Required for Student ID creation \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

## Type of account

### Student

- |                               |                               |                               |                              |
|-------------------------------|-------------------------------|-------------------------------|------------------------------|
| <input type="checkbox"/> FR   | <input type="checkbox"/> SO   | <input type="checkbox"/> JR   | <input type="checkbox"/> SR  |
| <input type="checkbox"/> WECO | <input type="checkbox"/> TEEL | <input type="checkbox"/> GRAD | <input type="checkbox"/> CPD |

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Online Program