

NDC Computer Account Application

This application is for a computer account (including email) 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 Computer Lab Rules and also the Acceptable Use Policy. If a student leaves the College, their computer access will be terminated immediately. Continuing students will keep their accounts throughout their attendance at NDC. The Computer Use Guide includes log-on procedures, which provide you with instructions to log into your new account.

Under normal circumstances:

* **Username** will be your first initial, last name, and the last two digits of the year the ID was created
-(For example: John Student would be jstudent08)

* **Passwords** will initially be set to "welcome".
-You are required to change your password the first time you are on a computer on campus.

* **Email** will be your username 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.

If you have any questions about this application contact Scott Damel (216) 373-5244 (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: _____

Main Campus