



Request to Create or Change an EXTERNAL FTP EMAIL ADDRESS

.. External businesses should use this form to request a new or change an existing Email Address, used to FTP data to Brown. ..

NOTE: This form is used to create the ID. You will also need to complete form **N03** to request access rights to Novell Services.

Section 1: Brown Sponsor and External Business Information		
Sponsor Name:	Brown ID:	Phone:
Sponsor Department:		Dept #:
Business Name:	Contact:	
Business Address:	Phone:	
Reason for request:		

Section 2: Request for a New ID (please complete and proceed to Section 4)
<input type="checkbox"/> New Request: Please enter the name of requested Email address . Indicate upper and lower case where appropriate. Name of New Email Address: _____ <i>Example: Username of XYZ_Inc for business XYZ, Inc.</i>

Section 3: Request for Changes to an Existing ID (please complete and proceed to Section 4)
<input type="checkbox"/> Change or Correction to Email Address Current Email Address: _____ New Email Address: _____
<input type="checkbox"/> Change of Sponsor Name Current Name: _____ New Name: _____

Please Note:
 In signing this application form, you are confirming that you have read the document, "Acceptable Use Policy" for Brown University (<http://www.brown.edu/Facilities/CIS/policy/aup.html>) and agree to abide by the guidelines and policies described therein. Send the completed form to: CAP, Box 1824, or bring to the CIT Room 101. Applications will be processed in 3 to 4 working days.

To ensure that transactions are carried out in a secure manner, Brown expects a designated Company Representative (whose signature appears in Section 4 of this form) to manage access to company accounts so that only authorized and active personnel are given the password. If support personnel leave the company, the password will be changed and provided only to those individuals who have a need to access the account. The numbers of people within the company who know the ID and password should be limited.

This account has been issued by Computing and Information Services for the purpose of transferring files using Secure FTP to Brown for University business. Any other use for this account is prohibited. No other University services are provided to the users of this account.

(continued on next page)

Current as of: 4/26/2006

Section 4: Signatures

NOTE: All signatures must be original and in ink

Signature of Company Representative

Date

Signature of Brown Sponsor

Date

Signature of Department Head

Department Head Name (please print)

Official use only by CAP

Change completed on:

CAP Initials:

Customer notified on:

CAP Initials:

Username:

Expiration Date set to:

Current as of: 4/26/2006

External FTP Form

<http://www.brown.edu/Facilities/CIS/Forms/>

Form # **E07**