

Request to Create or Change an ➤ Alternate Address

NOTE: Only one alternate address is allowed and it must be associated with your name. Alternates with less than 8 characters are more susceptible to spam, although Google's spam filters are high.

<i>Section 1: User Information</i>		
Name:	Brown ID:	Phone:
Username (lower case, up to 8 characters):		Box #:
<i>Section 2: Request for an Alternate Address</i>		
<input type="checkbox"/> New Request: Please enter the name of requested Alternate Address Name of New Alternate: _____ 2 nd choice in case 1 st is taken: _____		
<i>Section 3: Request for Changes to an Existing Alternate</i>		
<input type="checkbox"/> Change or Correction to Alternate Address Current Alt: _____ New Alt: _____		
<i>Section 4: Remove an Existing Alternate Address</i>		
<input type="checkbox"/> Delete an Alternate Address Remove Alternate Address: _____		

General Information:

An alternate address is used to forward email to a user's regular Brown email address. Mail sent to an alternate address is re-directed to a user's actual Brown email address; it is not a separate email account. Alternate addresses must have some relation to your name and cannot violate copyright law or infringe on another user's account. Users wishing to set up an address for a student or department group should not be using an alternate for that purpose with their personal account – instead an online request should be submitted for the student or departmental group via www.brown.edu/cis/support/cap/forms/.

You are also advised to read about the Computing Policy for Brown University at www.brown.edu/cis/policy/. Signing below states that you understand that we are not responsible for the loss of an existing alternate address that does not fall under the conventions stated above.

User Signature: _____	Date: _____
Your signature MUST be in ink and original. This form must be presented in person with a Brown picture ID.	

It is understood that in signing this form, you are confirming that you have read the document "Acceptable Use Policy" (www.brown.edu/cis/policy/aup.php) and agree to abide by the guidelines and policies described therein.

<i>Official use only by CAP</i>		
Change completed on:	CAP Initials:	Customer notified on:

Current as of: 1/6/2012

Alternate Address Form

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

Form # **E09**