

iClarion E-MAIL ACCOUNT/WEB SPACE FOR STUDENT ORGANIZATIONS

- To request an iClarion e-mail account with optional web space for an officially-recognized student organization, **print this form** and complete the information below with the appropriate signatures and forward to the Office of Campus Life in 251 Gemmell for approval. Upon approval the advisor agrees to be responsible for the organization's account on the iClarion and Jupiter systems. Once the account has been created the advisor will be notified via e-mail. Any changes in advisor should be reported to the **Office of Campus Life**.
- Any person using this account should be made aware that the account must be used in accordance with the Clarion University **Acceptable Use of Technology Resources**.

Complete the following to request VMS e-mail/web space for a Student Organization.

This is a request for a (check all that apply) iClarion Email Account Jupiter Web Space

Name of Person Submitting the Request: _____

Name of Organization: _____

Advisor's Name: _____

Advisor's Email Address: _____ Advisor's Phone Number: _____

Provide three choices for your organization's account username. (A username can be 4 to 12 characters including letters, numbers, and/or an underscore).

Choice #1: _____

Choice #2: _____

Choice #3: _____

APPROVALS:

Advisor's Approval _____
Date

Office of Campus Life's Approval _____
Date

Return this form with appropriate signatures to the Office of Campus Life, 251 Gemmell.

Send comments or questions to [Char Hritz](#) Center for Computing Services.