



CLPCCD Information Technology Services
3000 Campus Hill Drive, Livermore, CA 94551, Bldg. 1900

Request for Faculty E-Mail Account

Complete and return this form to Katherine Tollefsen, c/o ITS

To be completed by the responsible college Dean:

Please provide an E-mail account for this Chabot-Las Positas faculty member:

Full-time, contract faculty member

Adjunct faculty member

(Please Print Faculty Name) _____ / _____ / _____
First Name M.I. Last Name

*If you would prefer to use a personal, external email account
(i.e., Yahoo, Hotmail, Gmail, etc.) to receive campus email*

PLEASE PRINT YOUR PERSONAL EMAIL ADDRESS CLEARLY on the line below:

*Note: If you use an external email account, you will also be able to use userID@clpccd.cc.ca.us,
userID@clpccd.org, userID@chabotcollege.edu, or userID@laspositascollege.edu
(userID is first initial and last name).*

I agree to notify ITS immediately when system access is no longer required for this faculty member.

Authorization:

Academic Dean Signature

Date

Department/Campus

Dean Phone #

To be completed by the faculty member requesting access:

I have received, read, and understood Chabot - Las Positas CCD [Board Policy 2311](#),
[Computer Use](#), and the related [Administrative Rules and Procedures 2311](#).

By my signature, I agree to adhere to these rules and guidelines:

Faculty Member Signature

Date

Office or Room #

Faculty Office Phone #