

ETAL ID (Annual E-Mail ID) Application

The ETAL ID is a non-standard ID for e-mail, dialup, and Internet services. The following conditions apply:

- ID is valid for one year.
- Must be renewed annually; see renewal information below.
- Does **not** allow ID holder to be listed in the *URI Faculty, Staff, and Student Directory*.
- Available to faculty and staff requiring an e-mail ID(s) for University-affiliated projects, workshops, special classes, and demonstrations
- Departmental needs such as research projects.
- URI affiliates.

Please Note: All legitimate members of the URI community have a *mail.uri.edu* email account available to them, to which all official University email and campus alerts are sent. To activate it, go to www.uri.edu/its/communications/email.html.

Instructions for Filling out this Application

In Field:

#6 E-Mail Address for Renewal Notice

- Since ETAL accounts must be renewed every year, a reminder will be sent to your ETAL e-mail address when your ID is due for renewal. If you would like the reminder sent to a different e-mail address, specify that address in this field.
- You can renew your ETAL ID via e-mail by following the instructions included in the reminder.

IDs are assigned on a first-come, first-served basis within one business day; you should be able to use your first choice ID any time after that.

If your first choice could not be assigned to you, you will be notified.

Your e-mail address on the server *etal.uri.edu* will be of the form: **etalid@etal.uri.edu**

#8 Single ID and Password Selection

- **Choosing an ID:**
 - The ID should be comprised of **alphanumeric** characters. You may enter three choices, in order of preference.
 - The **first** character of the ID **must be alphabetic**.
 - Special characters are not accepted!
- **Choosing a Password:**
 - The initial 4-character password that you enter on your application form **should be changed immediately** to a password known only to you. You can change your initial password via the Web at:

<http://www.uri.edu/its/about ITS/etalpassword.html>

#9 Multiple IDs for Special Courses, Workshops, Demonstrations, etc:

- Fill out fields 1 - 7.
- Submit a separate application for each course or workshop.

For Instructions On:

Changing your Password • Activating Your Electronic Mailbox • Relevant Information

go to:

<http://www.uri.edu/its/communications/email.html>

Keep this page for reference.

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For Office Use Only

1. Name: _____

ID: _____

2. Address: _____

TT #: _____

_____ Date: _____

3. Telephone: _____ - _____
Area Code

4. Department: _____

5. ID Type: ___ Faculty ___ Staff ___ Departmental ___ Workshop ___ URI Affiliate

6. E-Mail Address for Renewal Notice: _____
If other than your ETAL e-mail address

7. Project Name/Reason for ID: _____

8. Single ID and Password Selection:

ID: The first character must be alphabetic!

Specify three choices, in order of preference; for example: sjones, samjones, and samj.

1. _____ 2. _____

3. _____ We will attempt to assign your first choice.

Password: 4 characters

9. Multiple IDs for Special Courses, Workshops, Demonstrations, etc:

- a. Fill out fields 1 - 7 above.
- b. Submit a separate application for each course or workshop. An ID will be generated for each student, normally within two business days. You will be notified via e-mail when the IDs are active and what the IDs are.

If your course or workshop has more than one section, specify the number of students per section.

Section 1: No. of Students _____ Section 3: No. of Students _____
 Section 2: No. of Students _____ Section 4: No. of Students _____

Please give a brief description of your intended use:

I certify that my ETAL user ID will be used in accordance with all University computing usage policies for computing associated exclusively with a University project, research, or instruction.

Signature

Date

Submit application at the ITS Help Desk in the URI Library, LL19.