

REQUEST TO ADD PERSONAL E-MAIL ACCOUNT

Please fax the completed form to the Office of the Registrar at 510-885-3816 or submit in person to the Student Enrollment Information Center in the Student Administration Building at the Hayward campus. Your request will be processed within 1-3 business days of the date received.

I authorize the following personal e-mail address be included in my academic record for purposes of activation of my Net ID (student ID) and resetting of my Net ID password. This e-mail address may be used to receive information pertaining to my Net ID password. Your Net Id and password are used to access confidential student information through MyCSUEB and Blackboard, and maintain correspondence through the University assigned Horizon e-mail.

DATE: _____

Net ID: _____

NAME: _____

(Last)

(First)

(MI)

Personal E-Mail _____ @ _____

(Print Clearly)

SIGNATURE _____

FOR OFFICE USE ONLY

Coded By _____ Date Coded _____