

REQUEST TO ADD PERSONAL E-MAIL ACCOUNT

Please fax the completed form to the Office of Human Resources at 510-885-2951. You will receive a phone call to verify your information. You may also submit the form in person to Human Resources located in the Student Services and Administration Building, Room 2600. 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 Human Resources/PeopleSoft record for purposes of activation of my Net 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 information through MyCSUEB and Blackboard.

DATE: _____

Net ID: _____

NAME: _____
(Last) (First) (MI)

Personal E-Mail _____ @ _____
(Print Clearly)

Work Number (or Extension) _____

SIGNATURE _____

FOR OFFICE USE ONLY

HR Staff Initials _____ Date Entered _____