CAL STATE
EAST BAY

Request To Add Personal E-Mail Account
Office of the Registrar

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.

Instructions:
1. Complete this form to add your personal e-mail address to be included in my academic record for purposes of activation of my Net ID (student ID) and resetting of my Net ID password.
2. Submit completed form in one of the following ways:
   a. In person to the Enrollment Information Center in the Student Administration Building at the Hayward Campus or to the Academic Services Lobby at the Concord Campus
   b. Fax to The Office of the Registrar at 510.885.3816
   c. Email to reg@csueastbay.edu

Student Name:_____ Net ID:_____

Personal E-Mail: _____@ _____

Student Signature: _____ Date: _____

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