

# Email Account Change Form

Service Desk  
Information Services and Technology  
University of California, Berkeley  
Email: [accounts@berkeley.edu](mailto:accounts@berkeley.edu)  
Facsimile: (510) 643-8245

(Revised January 20, 2009)

Provide customer information at the top of the form. Check the box for the appropriate change you want to make to your account from the options listed below. Fax the form, as well as a photo ID to the number listed above. Or send it as an attachment to the email address listed above, from your official campus account. You will not be contacted after the change to your service.

## Customer information and authorization

Name (print) \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Daytime telephone number ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_ ext. \_\_\_\_ UC Berkeley ID number \_\_\_\_\_

Owner's signature \_\_\_\_\_

Departmental accounts require an authorizer (see below) authority (print name) [required for departmental accounts only] \_

Departmental authority signature [required for departmental accounts only] \_\_\_\_\_

Accounts being changed or canceled (check the appropriate boxes and provide the login where applicable):

CalMail (email) \_\_\_\_\_ @berkeley.edu

Departmental domain email i.e., *socrates.berkeley* \_\_\_\_\_ @ \_\_\_\_\_ .berkeley.edu

**CalMail and departmental domain login name changes** (provide your first and second choices). Remember to update your address in the CalNet Directory (<https://directory.berkeley.edu/>).

\_\_\_\_\_

\_\_\_\_\_

**Cancel services.** Please cancel my account: \_\_\_\_\_ @ \_\_\_\_\_ .berkeley.edu

For Departmental accounts only

**Departmental Account authorization** (Director, MSO, or Manager) Authorizer can return this form as an attachment from their personal campus email address, or fax a signed copy.

Name \_\_\_\_\_

Title \_\_\_\_\_

Org node (if different from sponsor) \_\_\_\_\_  
(see <http://hrweb.berkeley.edu/seads/plan/dptlista.htm>)

UC Berkeley ID \_\_\_\_\_

Email address \_\_\_\_\_ Work phone \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### For Service Desk Use Only

Received date \_\_\_\_\_ : Set up by \_\_\_\_\_ Set up date \_\_\_\_\_

Contact customer via  Email  Phone  Left voicemail