



# Rensselaer

Academic Computing Services  
Voorhees Computing Center

## Request for RCS Userid Change

RCS userids are formed by taking the first 5 letters of your last name (or all the letters of shorter last names) and combining it with your first initial. So, if your name is Albert Einstein, your userid is einsta. If someone already has that userid, then a number is appended to the end: einsta2. This formula can create some unfortunate userids, and also doesn't allow any flexibility for those of you who are known by nicknames or middle names.

You can change your userid following these guidelines:

Your userid can be the first 4, 5, or 6 letters of your last name plus 1 or 2 letters of your choosing with the total not to exceed 7 letters. (Of course, if your last name has less than 4 letters, you may add 1 or 2 letters of your choosing to your full last name.) If the userid you choose is already taken, a number will be appended to the end.

Mail sent to your old userid will be forwarded automatically to your new userid for a period of six months.

Bring this form to the VCC Help Desk. You must show your Rensselaer ID card.

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Please change my userid:

**Name (as it appears on ID card):** \_\_\_\_\_

**Daytime phone:** \_\_\_\_\_

**Current userid:** \_\_\_\_\_

**New userid:** \_\_\_\_\_

**Temporary password:** \_\_\_\_\_

*This password must be 8 characters in length including at least one non-alphabetic character.  
When your new userid is valid, please change this password immediately.*

Note: The name change will take place between 8 a.m. and 4 p.m. on the next business day. Do not login during this time!!! If you would like to delay the change until a future date when you can afford to lose access for this time period, fill in the date below.

Please change my userid between 8 a.m. and 4 p.m. on \_\_\_\_\_.  
(If you leave this blank, we will change your userid on the next business day.)

**Signed:** \_\_\_\_\_

*For official use only: Id chk* \_\_\_\_\_