RCS Guest Account Request Form

RCS accounts are generated automatically for registered students, faculty, and staff on the Institute payroll. Please complete this form and return it to the VCC Help Desk to request an RCS guest account. Kindly allow two to three days for the Help Desk staff to process your request. They will notify the contact person listed below as soon as the account request is complete.

Charges

There is a $2.50/month charge for the base 10MB disk space account. Additional disk space is charged at the rate of 25 cents per megabyte per month.

There is no printing allowance for RCS guest accounts. All printing is charged to the appropriate departmental or research billing account.

Date: ______________________________________________________

Name of guest: ______________________________________________________

Rensselaer ID Number (RIN): ______________________________________________________

Requested start date: ______________________________________________________

Account expiration date: ______________________________________________________

RPI affiliation: (visiting scholar, temporary employee, conference attendee, etc) (please be specific)

Faculty or staff sponsor: ______________________________________________________

Contact person: ______________________________________________________

(please provide name and e-mail address or phone number)

Sponsor signature: ______________________________________________________

Departmental or research account #: ______________________________________________________