UNIVERSITY OF NOTRE DAME STUDENT ACTIVITIES OFFICE

STUDENT GROUP NETID REQUEST FORM

To be used for all Undergraduate and Graduate Clubs, Student Organizations, Businesses, and Residence Halls

GENERAL INFORMATION

Only recognized student groups will be eligible for a NetID account and be allowed to keep their present student group account. NetID accounts must be renewed annually through the Student Activities Office. All Student Group NetID accounts will be governed by the University's "Responsible Use of Information Technologies" policy as outlined in *duLac*. Student groups which are not recognized/active will lose their NetID account.

A Student Group NetID Request Form must be submitted DIRECTLY TO THE STUDENT ACTIVITIES OFFICE. Forms are not to be submitted to OIT. All requests require the name and signature of an authorized representative of your group in order to be processed. OIT will not act on student group NetID accounts unless the request comes from the Student Activities Office.

Apply: Check this if you are a new group that does not yet have a NetID.
Reset: Check this if you lost your password and need a new one. Passwords can be picked up in the Student Activities Office after the account status has been updated. Passwords will not be available from OIT. NOTE: All group passwords will be reset in August/September of each year. This form is not necessary at that time.

The person completing this form must be a member of the group and on campus.

Student groups will use Notre Dame Gmail to access their records. Questions regarding student group NetIDs can be sent to saoclubs@nd.edu.

APPLICATION

Name of Student Group/Residence Hall: _____

Request:
(please check one)   ___   Apply for a New NetID Account for academic year (Requested NetID: _____)

___   Reset Password (Current Student Group NetID: _____)

Name of Student Serving as Account Administrator: _____

Current Address: _____

Current Phone: _____

Email Address: _____

By signing below I will assume responsibility for the NetID account requested above, including any content that might be publicly viewed (via .www or other methods), to conform to University policies and guidelines, and confirm that I am a member of this group and a current student at Notre Dame.

Signature: _____   Date: _____

**THE STUDENT ACCOUNT ADMINISTRATOR LISTED ABOVE WILL BE CONTACTED VIA EMAIL
WHEN THE PASSWORD IS READY TO BE PICKED UP FROM THE STUDENT ACTIVITIES OFFICE.**

FOR STUDENT ACTIVITIES OFFICE USE ONLY

Student Group NetID: _____   Status: ❑ Change Password   ❑ New Account   ❑ Other: _____   OIT Memo Date: _____