# NCI-FREDERICK E-MAIL APPLICATION

**General Information**
The NCI-Frederick Electronic mail (E-mail) server is administered by the LAN Office and is primarily dedicated to providing a facility for NCI-Frederick employees to send and receive E-mail.

Accounts on this NCI-Frederick system are intended for use by NCI personnel who require E-mail. Individuals with pre-existing E-mail accounts may continue to use those accounts or alternately forward and consolidate their mail to this facility. It is not necessary that individuals with existing E-mail accounts obtain an account on this server. Those personnel requiring scientific computing services beyond E-mail should contact the Advanced Biomedical Computing Center (ABCC) Helpdesk at 301-846-5555.

**Submitting Applications**
Applications may be submitted at any time. Please remember to type or print the requested information clearly. Completed and signed applications should be forwarded to the LAN office via one of the following methods:

| | |
|---|---|
| FAX: | 301-846-5762 / Recipient: LAN Office |
| Interoffice Mail: | LAN Office/ Building 430 |

Applications that do not include the signature of the applicant's supervisor will be returned. Any questions regarding this application should be directed to the ABCC HelpDesk at 301-846-5555.

**Instructions for Selecting a User ID**
Your personal User ID will be assigned using one of the following methods: 1) your last name followed by your first initial; 2) your first initial followed by your last name; 3) your choice. Your User ID must be related to your given name. Nicknames and non-name related strings are unacceptable. Please prioritize these methods on the application. All efforts will be made to assign a User ID based on your first priority. An example of each method is illustrated below.

The following are examples of possible User ID assignments for 'Mary K. Smith':
Method 1:     smithm
Method 2:     msmith
Method 3:     valid selections: mks, marysmith, mary_smith

Upon approval of an E-mail account, you will receive a letter of notification containing your assigned User ID, initial account password, and authentication code. Your account is not activated until your initial password is changed. Passwords must be at least 7 characters in length, contain a combination of alpha and numeric characters, and should not be contained in any dictionary, foreign or domestic. Unacceptable passwords will be rejected by the mail server. The authentication code should be retained for future reference: it will be required to receive certain types of technical assistance regarding your account.

# NCI-FREDERICK E-MAIL APPLICATION FORM

Salutation:       Dr.     Ms.     Mr.

Name:
                  Last Name              First Name                M.I.

Company:          SAIC Frederick    WISCO           DMS
                  Charles River     NCI             Other

Organization/Lab:

Bldg/Room #:

Telephone:

Fax:

Current E-mail Address (if applicable):

Anticipated Access Method:        LAN     Dial-In     Both

User ID:          Indicate the preference you attach (1, 2, or 3 where 1 is your first
                  choice) to each of the methods that will be used to assign a User ID
                  to your E-mail account. All efforts will be made to assign your first
                  preference.

                  Last name followed by first initial

                  First initial followed by last name

                  Other


Applicant's Signature:                              Date:

Supervisor's Name:                                  (Please print clearly)

Supervisor's Signature:                             Date: