



**Alumni Medical Library
ACS Account Application
How to Open an E-Mail Account**

Print the Form & Fill Out the Information Below (*Please print clearly*)

Date_____

BU Student? Yes_____No_____

Third Year Student/Four Year Rotation Yes_____No_____

Staff Member (Department)_____

Faculty (Department)_____

First Name_____

Last Name_____

BU ID#_____

Daytime Telephone #_____

Login Name_____

LRC Lab Consultant Signature:_____

Please Follow These Instructions

1. To create your new ACS account, go to the following URL on the World Wide Web:

<http://www.bu.edu/computing/accounts>

2. If you want to create a new ACS account, use the "ACS" option.

Following the prompts on the screen, enter your *last name* and *Boston University identification number* or your *social security number*. The system will prompt you to choose a login name and a Kerberos password -- be sure to read the instructions very carefully.

If the system does not recognize you as a valid BU/BUMC affiliate, it will not let you proceed. If this occurs, contact Ron Tate, LRC Lab Manager at rtate@bu.edu or 617-638-4576 to learn more about your e-mail options.

3. After you have completed the online ACS application, you must also complete this form. Take the completed form and your BU ID to the LRC Computer Lab in the Alumni Medical Library.

To check whether your account has been activated, attempt to login a few working days after completing your online and printed applications. You will not be informed by the computer lab of your ACS account status - you must check yourself.