

**BOSTON UNIVERSITY MEDICAL CENTER  
ALUMNI MEDICAL LIBRARY**  
**How to Open a Boston University E-Mail Account**

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**To set up your BU e-mail account, please follow these instructions:**

1. Create a new ACS (BU e-mail) account at the following website:  
**<http://www.bu.edu/computing/accounts/>**. If you have an Early Bird Account, visit this site for more information: **<http://medlib.bu.edu/computing/lrc/earlybird.cfm>**
2. To create a new account, use the “ACS” option. Following the prompts on the screen, enter your *last name* and *Boston University identification 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, Associate Director for Library Computing and Systems (617-638-4565 or [rtate@bu.edu](mailto:rtate@bu.edu)) 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 on the 11<sup>th</sup> floor of the Alumni Medical Library.

To see if 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.

**ACS Account Application:** Fill out this form and bring it to the LRC Computer Lab in the Alumni Medical Library **after** following the instructions above:

**Date** \_\_\_\_\_

**Check One:** \_\_\_\_\_ BU Student

\_\_\_\_\_ Third Year Student/Fourth Year Rotation

\_\_\_\_\_ Staff Member: Department \_\_\_\_\_

\_\_\_\_\_ Faculty: Department \_\_\_\_\_

**First Name** \_\_\_\_\_

**Last Name** \_\_\_\_\_

**BU ID#** \_\_\_\_\_

**Daytime Telephone #** \_\_\_\_\_

**Login Name** \_\_\_\_\_

**LRC Lab Consultant Signature** \_\_\_\_\_