



Return completed form to:
University Technology Services (UTS)
BSB Room 245
Fax: (905) 528-3773

McMaster Retiree E-Mail Account Request

E-mail accounts for retirees are provided free of charge "for life".*

Retirement Date: _____	Macid or E-mail Login Name: _____
Full Name: _____	Employee #: _____
Position at McMaster: Faculty <input type="checkbox"/> Staff <input type="checkbox"/>	Department/Faculty: _____
Campus Address: _____	Extension: _____

Contact Information

Home Address _____	
City/Town _____	Postal Code _____
Province/State _____	Country _____
Home Phone # (____) _____	Alternate Phone# (____) _____
Non-McMaster Email Address _____	
Applicant's Signature _____	

Your passwords will remain the same as they were while working at McMaster. Should you wish to change it, please go to http://www.mcmaster.ca/uts/email_accounts/macid.html and click on the link to change your password.

Human Resources Confirmation of Retirement Status

Please have this completed or submit a copy of your retirement confirmation letter.

Name of HR Rep: _____	Signature: _____
E-mail Address: _____	Extension: _____

For UTS Use Only

Authorization: _____	Date Created: _____
User Name: _____	Group: _____

*Please notify UTS (uts@mcmaster.ca) should you no longer wish to use your McMaster email account.

Note: Accounts that are inactive for 13 months or longer are subject to deletion without prior notice.

IMPORTANT: Applicants are accountable for all activity conducted under their assigned user name. By authorizing (signing) this application, you agree to adhere to all McMaster and UTS policies, particularly the [Code of Conduct for Computer and Network Users](#), available for review at <http://www.mcmaster.ca/uts/>. If you suspect that someone has accessed your account, or notice any other irregularities, please report it to UTS immediately.