



Office of Information Technology

Email Accounts for Retired Full-Time Faculty

All requests for use of IT resources will be governed by the Bergen Community College [Acceptable Use Policy](#) and applicable administrative guidelines.

Please PRINT and submit the completed and signed form to the Help Desk (A205E) to request a BCC email account. If this request is made at least two weeks before retirement, your current email account will be retained. Email accounts for retirees are limited to full-time faculty. Once your email account is active, OIT will send you a letter at the address given below containing log-on information. Please allow up to two weeks for processing.

Full Name:	
Date of Retirement:	
Division:	
Department:	
Home Address:	
Contact Phone Number:	() -
Current Email Address:	

- I am (or was) a member of the College's full-time faculty.
- I have read the college's Acceptable Use Policy and I agree to be bound by it.

Signature: _____ **Date:** _____

Other/Comments:

Authorization signatures:

Dept. Head/Dean: _____ **Date:** _____

Vice President: _____ **Date:** _____

You can also mail this form to:

Bergen Community College
C/O Help Desk, A205E
400 Paramus Rd.
Paramus, NJ 07652