Caltech
Information Management
Systems and Services

access.caltech Account Request Form

This form must be submitted in person with a Caltech ID to the Help Desk in 204 Central Engineering Services.

Classes, Clubs and other groups should use a Hosted Account Form.

Caltech UID Number: _____

Provide your name as it appears on all other Institute documents:

_____

First Name   Middle Initial   Last Name

A Caltech ID card is required to get an account.
No JPL or Alumni accounts will be issued.

☐ Undergraduate   ☐ Graduate Student   ☐ Postdoctoral Scholar
☐ Faculty   ☐ Staff   ☐ Visitor
☐ Summer   ☐ Trustee   ☐ Retiree

Username Preferences:
Must be 8 characters or less.
No special characters allowed.

_____   _____   _____
First Choice   Second Choice   Third Choice

Your access.caltech Account Information

Username: _____   Temporary Password: _____
                                 (capitals are underlined)

Your email address is *username@caltech.edu*.

Please wait for your account to synchronize overnight before changing your password.
Change your password at **https://access.caltech.edu**.
Password tips and guidelines: **http://imss.caltech.edu/help/password**

To access your email & calendar:

Office 365 Exchange Email & Calendar: **https://outlook.office365.com**

- Enter your access.caltech username in the form *username@caltech.edu* (e.g. jsmith@caltech.edu) and click Next
- On the Caltech Office 365 login page, login with your access.caltech username and permanent password
- Information about configuring email on your devices: **http://imss.caltech.edu/office365/welcome**

Your access.caltech account provides access to Library public workstations, software downloads, Caltech BeaverNet (wireless network), and much more.

For more information about your account and the services it provides, see **http://imss.caltech.edu** or contact the Help Desk at 626-395-3500, help@caltech.edu, or **https://help.caltech.edu**.