



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

Online Username & Password Request Form

ALL requests for space MUST be submitted online through the Events Calendar website, via username & password. Once this form is submitted and approved, the information detailed herein will be used to generate online scheduling usernames/passwords. Only the contacts included on this form will receive a username/password (including the advisor). Student Organizations submitting this form must be registered through the Office of Student Activities. Usernames/passwords will be distributed to contacts/advisors via the email address provided. Please write legibly.

Organization/Department: _____ (NO abbreviations)

Username/Password should be NO MORE THAN eight (8) characters in length and MUST include at least one number. Each contact person must have a different username and password.

Contact #1 (Department contacts should use campus address and telephone number)

Name: _____ Position: _____
Address: _____ City, State, Zip: _____
Office/Cell telephone #: _____ Email Address: _____
Desired Username: _____ Desired Password: _____

Contact #2 (Department contacts should use campus address and telephone number)

Name: _____ Position: _____
Address: _____ City, State, Zip: _____
Office/Cell telephone #: _____ Email Address: _____
Desired Username: _____ Desired Password: _____

Advisor Contact Information (Student Organizations Only)

Complete only if you are requesting a username & password

Name: _____ Position: _____
Campus Address: _____ Email Address: _____
Work Phone: _____ Alternate Telephone #: _____
Desired Username: _____ Desired Password: _____

All those signed hereto have read and understand all University Event Center policy and procedures and agree to abide by the rules and regulations of the University Event Center. I understand that I am signing on behalf of my organization.

Contact Name _____ Signature _____ Date _____

Advisor Name (Please Print) _____ Advisor Signature _____ Date _____

For University Event Center use only: Completed by: _____ Date: _____