



Please complete this form to apply for a My Cedar Crest user account. Your signature on this form indicates you have read and understand the confidentiality clause listed below. Please return this form to Information Technology via campus mail or through U.S. mail to: Information Technology Help Desk, Cedar Crest College, 100 College Drive, Allentown, PA 18104-6196 or fax at 610-740-3768.

Some individuals may be given access to the student information systems and/or other administrative systems. The confidentiality of these records is governed by the federal Family Education Rights and Privacy Act of 1974 (a.k.a. Buckley Amendment, FERPA). All information is confidential, and students have a right to expect that their scholastic records are being properly supervised and maintained. Communication of this information is restricted to other authorized parties in accordance with the provisions of FERPA. Requests for disclosure of this information must be approved by the appropriate administrative officer at Cedar Crest College. Each user is legally responsible for all activity originating from his or her account.

Name: \_\_\_\_\_  
Last Name First Name

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

Campus Extension: \_\_\_\_\_

Full Time Faculty                       Adjunct Faculty                       Staff

Your My Cedar Crest user name will be provided to you in Cedar Crest email after your account has been created. Please choose a unique password to be used when logging on to My Cedar Crest. Your password must be at least 6 characters in length and should contain letters, numbers and special characters.

Requested Password: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read and understand all the information given above:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only	
Created – Date: _____	Initial: _____