



How do I: Obtain a Haas Windows and E-mail Account?

In order to qualify for a Haas Windows/E-mail account you need to be part of the Haas faculty, staff, or a student in a declared major. Students who are not declared majors but are taking a class at Haas can also apply for a semester account. This account will only be valid for one semester and will need to be renewed if the student will be taking classes at the school in future semesters.

Students

Declared Majors

For declared majors, accounts are usually created before the semester begins. Two accounts will be created for each user: a windows login [fee-none](#) account and an e-mail* account. There is only one username and password for both accounts.

Students can obtain their username and password from the Front Desk at the Bakar Computer Center (s300) any time during the semester. They will also be able to [upgrade](#) to a [fee-paid](#) account, and/or pay for [print credit](#). If you would like to upgrade your account please print and fill out the [Haas Computing Services Account](#) form and bring it to the computer center's front desk with your [payment](#). Please come prepared with your Student ID card, office of the registrar PIN, or calnet ID and password. Your upgrade will be processed right away.

Non-Declared Majors/Other

If you are a non-declared major or are taking a class at the Haas School of Business, you are eligible to receive a Windows login account. Please print and fill out [the Haas Computing Services Account](#) form and take it to the Front Desk at the computer center. You can request either a [fee-none](#) or a [fee-paid](#) account. Please make sure the contact information at the top of the form is readable and correct.

The labcoordinator or consultant on duty will verify that you qualify for an account and turn in the form for you. Please come prepared with your Student ID card, office of the registrar PIN, or calnet ID and password. Your windows login account will be ready in 3 business days. Please come back to the front desk to get your new username and password.

* Undergraduate students only get a Windows login account. However, there is a forwarding services offered by the [Haas Alumni Network](#). Undergraduates can get a forwarding address that will contain the following: haasalumn.berkeley.edu.

Faculty and Staff

If you are a new professor, employee, or student employee at Haas, your department or supervisor will need to request your new Windows login and e-mail accounts. They can do this by entering a [helpdesk](#) job online, or by sending a message to helpdesk@haas.berkeley.edu. Please include the new employee's first and last name, supervisor's name, the name of the department requesting the account, and two choices for a login name. We will try our best to use one of these login names, but the final choice will depend on availability. The account will be ready in approximately 3 business days after the request was submitted. Your username and password will be sent to your supervisor.

Visiting Faculty and Visiting Scholars

If you are a visiting scholar please have your department or sponsor fill out the [Haas Computing Services Account](#) form and the [Supplemental Information](#) form to request your Windows login and e-mail accounts. Make sure that an expiration your sponsor signs the supplemental form.

Bring both documents to the computer center's front desk (s300), along with your Visiting Scholar ID (blue card), and the appropriate [payment](#) or proof of payment. The Account Administrator will verify your eligibility and will create your new accounts within 3 business days. Your username and password will be sent to the e-mail address you provided on the account form.

Graduate Student Instructors and Teaching Assistants

If you've become a GSI or TA for a class being taught at the Haas School of Business you are eligible for a [fee-waived](#) account. Please fill out the [Supplemental Information](#) form and turn it in at the front desk in the computer center. Please be sure that the professor you are working for signs the Supplemental form. Also have the Payroll department send a notice to helpdesk@haas.berkeley.edu that you were hired as a GSI. Your GSI account will not be completed until the payroll department verifies that you are a GSI.