

Horizon User ID Request Form

Date: _____ Library: _____

Name: _____

User ID: _____

Password: _____

If this user is to have the same privileges as an existing user, indicate below the name and user ID of that existing user to be copied.

Name of user to be copied _____

User ID to be copied _____

If this user does not have the same privileges as an existing user, contact the VLC for additional forms.

PLEASE NOTE: Passwords are always subject to VLC approval.

Your password must meet the following criteria:

- Be 6-10 characters long
- Have at least 2 alpha characters
- Have at least 1 numeric character
- Have at least 1 uppercase alpha character
- Non-alpha characters may be used

A few suggestions in choosing a password:

- String together syllables from a favorite song or poem or the first letter of book titles
 - **m2gbe4Is** – “miles to go before I sleep”
 - **&Cy1k3c** – A Connecticut Yankee in King Arthur’s court
- Make up an acronym
 - **t&cSsj1** – Tiffany & Co. sterling silver jewelry
- Misspell a word or words intentionally interspersed with numbers or symbols
 - **#ct3*nP** – catnip

Protecting your password:

- Never write down your password
- Do NOT tell others your password
- Do NOT let others watch as you type your password
- Do NOT store your passwords in the function keys of a terminal or PC

Authorized Signature: _____ Date _____

Please fax a signed copy to the Valley Library Consortium at 989.497.0918.