

Live Mail Shared E-mail Account Access Request Form

Last Modified: July 10, 2009

Please complete and print the following form for each shared e-mail account you wish to have created. The completed form, along with the appropriate chair, supervisor or advisor signature must then be sent to User Support Services located in the basement of Coyner, who will forward the request to the system administrators for approval.

Please note that only Full Access permissions can be given at this time.

Shared E-mail Account Information	Shared E-mail Address: _____@live.longwood.edu
	Purpose for the Account: _____
	Date to Delete*: _____ * If permanent, leave blank.

Requested Access	Name	Name
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Point of Contact Information	Name: _____
	Department or Organization: _____
	Phone: _____
	E-mail Address: _____

Chair Or Supervisor Approval*	Name: _____	IITS will conduct routine checks every semester to verify that this account is actively being used. Inactive accounts may be removed from the system.
	Date: _____	
	Signature: _____	
* Per policy 6105, you cannot be listed in the Requested Access section. If you need access, please fill out another form and obtain approval from your supervisor.		

By signing, you authorize creation of the above named shared e-mail account on Longwood's e-mail system. You verify that the account will be used in accordance with Longwood's [Acceptable Use Policy](#) and that any abuse of the account will be immediately reported to IITS.

IITS Approval
Sys. Admin. Signature: _____ Date: _____