

Shared E-mail Account Access Request Form

Last Modified: January 21, 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, who will forward the request to the system administrators for approval.

If the below people need to send messages as the shared e-mail account instead of themselves, please mark the **Send As** column.

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

Requested Access	Name	Access Rights (Editor or Reviewer)	Send As
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

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

Chair Or Supervisor Approval*	Name: _____
	Date: _____
	Signature: _____

IITS will conduct routine checks every semester to verify that this account is actively being used. Inactive accounts may be removed from the system.

*** 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 servers. 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: _____