

Student Worker Faculty/Staff E-mail Access Request Form

Last Modified: January 21, 2009

Please complete the following form for student workers that need access the faculty/staff e-mail system. The completed form, along with the appropriate chair or supervisor signature must then be sent to User Support Services, who will forward the request on for approval.

Access will be automatically terminated for each student at the end of each semester.

Shared e-mail account to associate the below student(s) to: _____

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

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

Student Supervisor Approval	Name: _____
	Department or Organization: _____
	Phone: _____
	E-mail Address: _____@longwood.edu
	Signature: _____
	Date: _____

By signing, you authorize access to Longwood's faculty/staff e-mail system by the above student(s). You verify that the student(s) will use the faculty/staff e-mail system in accordance with Longwood's [Acceptable Use Policy](#) and that any abuse of the account will be immediately reported to **IITS**.

IITS Approval

VP/AVP Signature: _____ Sys Admin: _____

Date: _____ Date: _____