

# Student Exchange Account Request Form

Last Modified: February 26, 2010

Please complete the following form for students that need access to the Exchange system. The completed form, along with the appropriate supervisor signature must then be sent to User Support Services, who will forward the request on for approval.

Are students going to need or already have access to a shared e-mail account? **YES** → fill out **sections A, B and C** below  
**NO** → fill out **section B ONLY** below

Are students going to need access to a shared calendar? **YES** → fill out **section B ONLY** below

## A

### Shared E-mail Account Information

Shared E-mail Address: \_\_\_\_\_@longwood.edu

What do you want to do?     Create a new account     Delete this account  
 Add users     Delete users  
 Other (please describe): \_\_\_\_\_

\_\_\_\_\_

## B

### List of Student Names

**Student Names**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Access Rights (Editor, Reviewer, Delete)	Send As	<h1 style="font-size: 3em;">C</h1>
_____	_____	
_____	_____	
_____	_____	
_____	_____	
_____	_____	

Shared E-mail Account Permissions

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

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

## Student Supervisor Approval

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Department or Organization: \_\_\_\_\_

E-mail Address: \_\_\_\_\_@longwood.edu

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Access will be automatically terminated for each student at the end of each academic year!

**IITS Approval**

VP/AVP Signature: \_\_\_\_\_ Sys Admin: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_