Albany State University

Faculty & Staff Email Account Request Form

User Information

Print _____
First Name **Middle Initial** **Last Name**

Print _____
RAM ID# *(if applicable)* **Birthday** **Telephone**

Print _____
Department **Building, Room#** **Title**

Email Account Details

☐ **Faculty** ☐ **Staff** ☐ **Consultant** ☐ **Organization\Department**

☐ **Part-Time** ☐ **Full-Time** ☐ **Temporary**

☐ **Create Account** ☐ **Disable Account** ☐ **Delete Account**

Comments:

_____
Supervisor Signature **Date**

_____
OIIT Representative Signature **Date**

For ASU-OIIT Use Only:

User Logon: _____ **User Groups Assigned:**_____

User Password: _____

Effective Date: 4/1/09 Last Revision Date: 4/13/09