UMB MS EXCHANGE E-MAIL ACCOUNT REQUEST FORM

1. Please type or print clearly
2. Get authorizing signature(s)
3. Return completed form to: IT Service Desk, Healey, 3rd floor, Attn: E-mail account

Full name: ________________________________________       Employee ID Number: ___________________

Campus Telephone: __________________       Date: ___________________

Department: ________________________________________________________________________________

Campus Address (bldg/floor/room): _____________________________________________________________

University policy requires that e-mail addresses be a true representation of the user. The standard formats are:

firstname.lastname@umb.edu   Example: john.doe@umb.edu

unitname@umb.edu                  Example: ITServiceDesk@umb.edu

If you believe you need a different e-mail name, please attach a written request stating the reason, signed by both you and your department head. (You will be contacted if your request cannot be approved.)

Individual Account Type: Faculty __  Staff __  Temp __    Status: Full-time __    Part-time __

Check here if the account is for new faculty __

Departmental Account Type: Main __    Other unit: __

Unit name needing account: ___________________________________________________

Departmental accounts also require a formal display name for the directory, a name that is descriptive for the university community.
Example: If “ITServiceDesk@umb.edu” is the account name, the display name should be “IT Service Desk”

Formal display name: ________________________________________________________________

Applicant: __________________________________________      Date: ___________
            (signature)

Department Head: __________________________________________   Date: ___________
                  (signature)

Department Head __________________________________________
            (print name)

Questions? Please send email to ITServiceDesk@umb.edu or call 617-287-5220

November 7, 2008