

Date of Request: February 8, 2016

Purpose - This form is to be used to request a generic e-mail account. Generic e-mail accounts are e-mail accounts in which the account name is not linked to an individual's name but is instead linked to a campus organization, club or department. A staff or faculty member assumes all responsibility for the activity on the account, including password resets and any abuse of the account. Generic e-mail accounts can only be requested by the staff or faculty member who has agreed to sponsor the account. Students cannot sponsor or request generic e-mail accounts.

Instructions - Fill-in this form, print, sign and scan (in order) the form prior to submitting to the STIU IT Helpdesk at support@stamford.edu. The account will not be created without the signed form. All areas with asterisks (*) are required. If you have any questions, please contact the IT Helpdesk.

Sponsor (Employee Responsible for Account)

First Name: *		Last Name: *	
Employee ID: *		Department: *	
Phone: *		Email: *	

Preferred Account Names

(Please list 3 choices with no more than 12 characters each. May not contain special characters.)

First Choice: *		Second Choice:	
Third Choice:			

Full Display Name (Up to 255 characters): *	
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Account Type: *	<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary	Start Date:		End Date:	
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Purpose of Account: *	
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Authorized Users			
(Users who will be using the account and will be held accountable for any abuse.)			
Stamford ID Number	Type (Staff / Student)	Full Name	
Declaration			
I agree to accept full responsibility for the use of the requested account by any and all individuals using the account referenced in this form.			
Applicant's signature: *		Date: *	
Supervisor's signature: *		Date: *	