Enterprise Technology Services
Generic E-mail Account <u>User Add Request</u> Form

This form will help ETS to add users to configured e-mail accounts not associated with individuals' names but instead with organizations, programs, or projects. Please complete all pertinent information to ensure timely processing of your request.

When done, click **Submit Request** or e-mail the completed form to **huhelpdesk@howard.edu.**

1. Generic E-mail Account Name (somename@howard.edu)

2. Type of User Add. Please indicate one of the following.

New Employee   New to Department   Account Change/Update   Access Request

3. List of All Users requiring access **(List only Howard e-mail addresses. If additional space is required, continue on attached sheet.)**

Full Name	E-mail

4. Sponsor or Primary Contact for the Account

(Assumes all responsibility for the use of the account by all authorized users. Must be a Dean/Administrative Officer with budgetary authority):

Any/all updates will **ONLY** be completed if this request comes from the <u>Sponsor</u> or <u>Primary Contact</u> listed for this generic account.

<u>Are you the</u>:   Sponsor   or   Primary Contact

Full Name	Full Name
E-mail	E-mail
Phone	Phone

Date