Enterprise Technology Services
Generic E-mail Account Request Form

This form will help ETS to configure 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 email the completed form to **huhelpdesk@howard.edu**.

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

If an acronym is used please define the acronym

2. Type of Account   **Please indicate one of the following:**

☐ Official Univ. & dept. communications; send and receive mail messages; e-mail can use display name when sending mail. For example: '*Office of the President*'

☐ Restrict who can send e-mail to this account   Non-reply able(All senders) ☐ Other:

3. Use of Account   BRIEFLY indicate the purpose for this

4. HU Department/Division

5. List of All Users requiring access:
(List only '@howard.edu' addresses.)

Full Name	E-mail

6. Sponsor/Primary Contact for the Account
(Sponsor assumes all responsibility for the use of the account by all authorized users. The Sponsor must be the Dean, Chair or Director of the respective department/business unit):

Sponsor   ☐ check if the Sponsor is also the Primary Contact   **Primary Contact**

Sponsor		Primary Contact	
Full Name		Full Name	
E-mail		E-mail	
Phone		Phone	

7. Sponsor Signature   Date