# ONLINE FACULTY EMAIL ACCOUNT FORM

## CHECK ONE:
- [ ] ADD USER
- [ ] DELETE USER
- [ ] MODIFY

## PLEASE FILL IN THE ITEMS MARKED WITH AN ‘*’

**PRINT OR TYPE INFORMATION**

<table>
<thead>
<tr>
<th>* USER’S NAME:</th>
<th>LAST</th>
<th>FIRST</th>
<th>MIDDLE INITIAL</th>
</tr>
</thead>
</table>

### *PASSWORD (CASE SENSITIVE)*

<table>
<thead>
<tr>
<th>* USERS POSITION/TITLE:</th>
<th>* Is this an Adjunct Faculty member?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Yes [ ] No [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>* OFFICE BLDG &amp; ROOM #:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>* OFFICE PHONE:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>* SUPERVISOR APPROVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signed:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

Please complete the above section and mail form to MIS Department – E-mail Administrator.

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#### FOR MIS USE ONLY

<table>
<thead>
<tr>
<th>USER LOGIN NAME</th>
<th>Must be the first initial and first seven (7) characters of the user’s last name.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CONTAINER</th>
<th>FACINET</th>
<th>*******<em><strong><strong><strong><strong><strong><strong><strong>EXTERNAL ENTITY ONLY</strong></strong></strong></strong></strong></strong></strong></em></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>GROUPWISE ACCOUNT</th>
<th>YES [ ] NO [ ]</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>ADDED DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DELETED DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

REVISED 4/23/99