



Request to Create or Change a DEPARTMENTAL EMAIL ADDRESS

-- Use this form to request a new or change an existing Departmental Email Address, such as CIS_Documentation ...

Section 1: User Information	
Contact Name:	* Phone No.:
* Department Name:	* Box No.:
Reason for request:	
Expected Expiration Date: _____	

* Enter as these should appear in the online directory.

Section 2: Request for a New ID (please complete entire section and proceed to Section 4)
<input type="checkbox"/> NEW Request Please enter the name of requested email address as it should appear in the online Directory Search. Indicate upper and lower case where appropriate. Name of New Email Address: _____ Display Name (how it will appear in the online directory): _____ <i>Example: Email Address of Doc_team and Display Name of CIS Documentation Team</i>
Please indicate the role of this ID in distributing messages. Select only one: <input type="checkbox"/> SHARED-MAILBOX: Email to this ID will be delivered and held in its account, where one or more individuals could access it. If you checked this option, please list the Usernames* of those who need access to it (use the back if you need more space): _____ <input type="checkbox"/> ALIAS OR LIST-TYPE: Email to this ID will be redirected to a one or more individuals, and not held in its account. If you checked this option, please list the email addresses of those who need access to it (use the back if you need more space): _____
Do you need Alternate Email Addresses created? If yes, please provide a list of up to four: (1) _____ (2) _____ (3) _____ (4) _____

Section 3: Request for Changes to an Existing ID (please complete entire section and proceed to Section 4)
Existing Email Address _____
<input type="checkbox"/> DELETE the Email Address <input type="checkbox"/> CHANGE or Correction to Email Address and/or Display Name Current Display Name: _____ New Email Address: _____ _____ New Display Name: _____
<input type="checkbox"/> CHANGE in who can access this ID's mail folder ADD Usernames: * _____ REMOVE Usernames: _____

*Usernames can be accessed via myAccount. Must follow the standard of first letter of first name and up to seven letters of last, but since not all do, please check before submitting this form.

(section 3 continues on next page)

Current as of: 12/2/2005

Departmental NetID Form

http://www.brown.edu/Facilities/CIS/Forms/

(section 3 continued)

<input type="checkbox"/> Change in LIST-TYPE membership (names to which this ID's account forwards its messages)	
ADD Email Addresses: _____	
REMOVE Email Addresses: _____	
<input type="checkbox"/> Change of Sponsor / Contact Name	
Current Name: _____	New Name: _____
Do you need Alternate Email Addresses changed? If yes, please indicate here:	
(1) Old _____ New _____	(2) Old _____ New _____
(3) Old _____ New _____	(4) Old _____ New _____

Please Note:

As an information provider for Brown's Directory Search, you agree to accept the responsibilities outlined in the "Information Provider Agreement" for the group designated below. In signing this application form, you are confirming that you have read the document, "Acceptable Use Policy" for computing (<http://www.brown.edu/cis/policy/aup.html>) and agree to abide by the guidelines and policies described therein.

For further information related to the online Directory Search, please contact the Help Desk at: Help@Brown.Edu, or call 3-HELP. Send the completed form to: CAP, Box 1824 or bring to CIT101. Applications will be processed in 3 to 4 working days.

Section 4: Signatures	
NOTE: <u>All signatures must be original and in ink</u>	
_____	_____
<i>Signature of Contact Person</i>	<i>Date</i>
_____	_____
<i>Signature of Department Head</i>	<i>Department Head Name (please print)</i>

Username Overflow
Use this space for any Usernames that did not fit on the first page of this form:

Official use only by CAP	
Change completed on: _____	CAP Initials: _____
Customer notified on: _____	CAP Initials: _____
Group Manager: <input type="checkbox"/> CAP <input type="checkbox"/> Other(s) : _____	
Departmental Username _____	