

Application for Access to Official E-mail Group Lists and/or Creation of Listservs

Full Name (print)	Department	User ID
1. Group Lists		
Place check next to requested list.		
<input type="checkbox"/> Faculty <input type="checkbox"/> Administrators <input type="checkbox"/> Hourly Clerical <input type="checkbox"/> Emeriti Faculty <input type="checkbox"/> Department Heads <input type="checkbox"/> Department Administrative Assistants <input type="checkbox"/> Supervisors (HR use only) <input type="checkbox"/> Students	Dean's Office approval needed for the following: <input type="checkbox"/> Faculty Assembly <input type="checkbox"/> Faculty Chairs <input type="checkbox"/> Academic Administrative Assistants	<input type="checkbox"/> PS_Financial_Users <input type="checkbox"/> PS_HR_Users <input type="checkbox"/> Advance_Users <input type="checkbox"/> PS_SA_Users <input type="checkbox"/> Kronos_Users
Justification:		

2. Listserv Lists
Purpose:
List Moderator:

I have read the Use of E-mail Policy and agree to accept the terms of the policy.

Applicant	Date
Supervisor	Date
Vice President	Date
Director of Information Technology Services	Date
Recommend: _____ Yes _____ No	
Comments:	