

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.		
___ Faculty	Dean's Office approval needed for the following:	___ PS_Financial_Users
___ Administrators	___ Faculty Assembly	___ PS_HR_Users
___ Hourly Clerical	___ Faculty Chairs	___ Advance_Users
___ Hourly Non-Clerical	___ Academic Administrative Assistants	___ PS_SA_Users
___ Emeriti Faculty		___ Kronos_Users
___ Department Heads		
___ Department Administrative Assistants		
___ Supervisors (HR use only)		
___ Students		
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: