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

<table>
<thead>
<tr>
<th>Full Name (print)</th>
<th>Department</th>
<th>User ID</th>
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## 1. Group Lists

Place check next to requested list.

- [ ] Faculty
- [ ] Administrators
- [ ] Hourly Clerical
- [ ] Hourly Non-Clerical
- [ ] Emeriti Faculty
- [ ] Department Heads
- [ ] Department Administrative Assistants
- [ ] Supervisors (HR use only)
- [ ] Students

**Justification:**

Dean’s Office approval needed for the following:

- [ ] PS_Financial_Users
- [ ] PS_HR_Users
- [ ] PS_HR_Users
- [ ] Advance_Users
- [ ] PS_SA_Users
- [ ] Kronos_Users

## 2. Listserv Lists

**Purpose:**

**List Moderator:**

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

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**Applicant**

**Date**

**Supervisor**

**Date**

**Vice President**

**Date**

**Director of Information Technology Services**

**Date**

**Recommend:** _____ Yes   _____ No

**Comments:**

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