



Instructions on completing form:

Please complete this form and attach to your email request. Submit request and form to:
 helpdesk@shorter.edu

Request for EMAIL Access

Requestor's ID#:	Name:	Email:
Office Phone #:	(Please check) Staff? <input type="checkbox"/>	Faculty? <input type="checkbox"/>
Department:	Division: Traditional <input type="checkbox"/> CAPP <input type="checkbox"/> On-Line <input type="checkbox"/> (Please check 1)	

Name of EMAIL account in which access is being requested: _____

Example: Requesting access to: aperson@shorter.edu

Business Reason for requesting email access: _____

Dean/Manager signature: _____ Date of Signature: _____

Vice-President Signature: _____ Date of Signature: _____
 (Do NOT obtain signature prior to request)

**** Please submit your request - along with this completed form (except for Dean's Signature) - to the Shorter helpdesk at helpdesk@shorter.edu or by visiting helpdesk.shorter.edu and attaching this completed form with your ticket. NO ACCESS WILL BE CREATED UNLESS THIS FORM IS SUBMITTED****