TALLADEGA COLLEGE

INFORMATION TECHNOLOGY

ELECTRONIC MAIL SERVICES
USER ACCOUNT APPLICATION

FYI

*All new faculty/staff will need to request an e-mail address by completing this form IT: EMS1:1.0. If you are not employed by the College but are a volunteer worker, the department head that you work in can request a temporary e-mail address for you with an expiry date. All employees will retain an e-mail account until he/she is no longer employed. Your account will be automatically added to Faculty/Staff Address Book.

All applications may take up two days for processing. When completing this application, please print.

SECTION I: APPLICATION INFORMATION

First Name [   ] M.I. [   ] Last Name [   ]

Affiliate Type [ ] Faculty   [ ] Staff   **Last 4 digits of Social Security #** _____

Request for [ ] New Account   [ ] Update existing account   [ ] Terminate Account as of _____ Date

If you chose to update your existing account, please specify update: _____
_____
_____
_____
_____

Department [   ]   Position [   ]

Building [   ]   Room # [   ]   Extension # [   ]

Affiliate Type [ ] Permanent Account [ ] Temporary Account (Expiry Date_____)

OFFICE HOURS

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

SECTION II: HUMAN RESOURCE USE ONLY

Date of Employment: _____ **HR Signature** _____ **Date** _____

SECTION III: INFORMATION TECHNOLOGY DEPARTMENT USE ONLY

Username _____   Password _____

Date Completed _____   IT Staff Initials _____