

Departmental Accounts – New/Change

Information About the Requester

Name: _____ IC Email Address: _____ @ithaca.edu
Campus Address: _____ Department: _____
(Building & Room)
Campus Phone: _____ College ID: _____ Faculty Staff

Email

ITS Use – Completed by: _____ Date: _____

New dept. email account Requested email address: _____ @ithaca.edu
 Assume responsibility for dept. email acct. Acct. email address: _____ @ithaca.edu

Oracle Calendar

ITS Use – Completed by: _____ Date: _____

New Calendar resource Requested name: _____
(a meeting space that is reservable in Calendar) (please include the building and room in the name)
 Assume responsibility for a resource Resource name: _____
 New dept. Calendar account Requested name: _____

Web

ITS Use – Completed by: _____ Date: _____

New department (or office/program) Web site
Department Name: _____
Requested shortcut: <http://www.ithaca.edu/>
(An optional shortcut to the site, in the format <http://www.ithaca.edu/yoursite/>, which may be different from the formal URL)
 Assume responsibility for dept. Web site URL (web address): _____

Signatures

Requester's Signature (indicates agreement to abide by the *Ithaca College All College Computer and Network Use Policy*) _____ Date: _____

Signature of Department Head or Director (required for ALL account additions or changes) _____ Date: _____

Bring completed form and college ID to the ITS Helpdesk, 104 Job Hall. Please allow 3 business days for processing.

HD Initials _____ Date _____