



Office of Technology and Communication Services
Email Request Form
(Please Print or Type all Information Below)

Application Date: \_\_\_\_\_

Applicant Information:

Last Name: \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

Office Phone # \_\_\_\_\_ Home Phone # \_\_\_\_\_

Current Personal Email Address: \_\_\_\_\_

Position Title: \_\_\_\_\_

Type of Account (Please Check Appropriately)

Division

\_\_\_\_ Administration \_\_\_\_ Faculty \_\_\_\_ Staff

Division/Department \_\_\_\_\_

Department

\_\_\_\_ Research \_\_\_\_ Extension \_\_\_\_ College

\_\_\_\_ Technology/Communications \_\_\_\_ Special Account

Note: All email credentials and instructions will be sent to your existing personal email address.

E-mail Disclaimer:

All e-mail messages must be appended with the following disclaimer: "The contents of this communication may be confidential and privileged. Unless you are the addressee or authorized to receive this communication for the addressee, you may not use, copy or disclose to anyone this communication or any information contained in this communication. If you have received this communications in error, please advise the sender by return e-mail and delete this communication."

Policy Declaration:

I have read and agree to comply with the guidelines set out in this policy. I understand that failure to do so might result in disciplinary or legal action.

For the complete email usage policy, please go to www.suagcenter.com

For Office Use Only

Issue Date : \_\_\_\_\_

Issued By: \_\_\_\_\_

Office of Technology Services Signature

Applicant Signature \_\_\_\_\_

1 Offenses Against electronic mail service provider. http://law.justia.com/codes/louisiana/2015/code-revisedstatutes/title-14/rs-14-73.6/ (2015)