



REQUEST FOR DEPARTMENTAL ALIAS ACCOUNT

- New Account
- Change Name of Existing Account
- Additional Alias

PLEASE ALLOW 2 WEEKS FOR PROCESSING OF REQUEST

New Account* Please wait for request to be approved before publishing

Account Name: _____ 6 character minimum
Acceptable Format: xxxx.xxxx@marist.edu

Please specify details of person who will manage the account:

(It is the responsibility of the account manager to ensure that all email is answered in a timely and professional manner. A backup must be arranged to monitor the account while the account manager is away. The account manager can give others access using Email Account delegation.)

Name: _____ Phone: _____

Department: _____

Change Name of Existing Account:

From: _____

To: _____

Additional Alias:

*Alias cannot be forwarded to a personal account

Alias Name: _____

Forward to Account: _____

Reason/Justification (required)

Requestor: _____	Date: _____
Vice President: _____	Date: _____

**Your Email Account is subject to the Marist College Information and Computing Agreement.*