

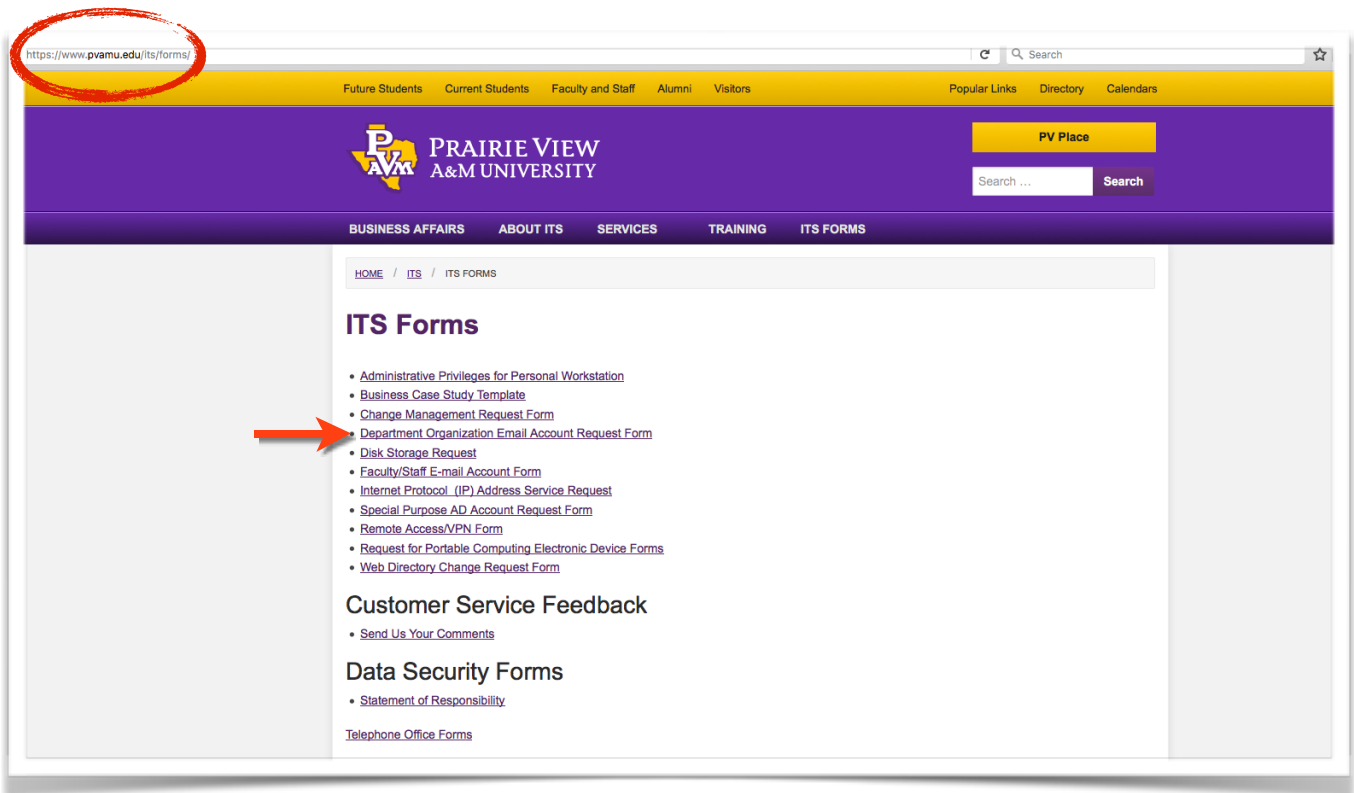
Academic Technology:

Email Account Requests



Requesting Email Accounts

Requesting an Email account for a department or special needs requires approval from your Department Head or Dean. The form you will need to request an email account is located at “www.pvamu.edu/its/forms”



A message from ITS....

All requests must be printed and signed before request will be honored. Send completed form to Information Technology Services SR Collins Room 126. Please allow 3 business days for processing.

Department/Organization Email Account **Date Requested:**

All requests must be printed and signed before request will be honored. Send completed form to Information Technology Services SR Collins Room 126. Please allow 3 business days for processing.

Department: **Office Location:**

Department Head/Dean:

Phone Number:

E-mail Address:

Dept. Head:

Signature (Mandatory)

Department Information

This section is where you would specify the department requesting the email account. The Department Head or Dean's contact information is required in this section as well. As stated on the form, the Department Head or Dean's signature is mandatory.

Email Account

Please Check the Appropriate Boxes **Type of Service:** ☐ New Account ☐ Delete Account

Requested Email Name (Alias):

Email Account Type

This section is where you would specify if the account you are requesting is a new account or a removal of an account. You will also supply the name of the email account in this section as well.

Please list all users ☐ Add Users ☐ Deletion Users

Name	Email Address
	@pvamu.edu
	@pvamu.edu
	@pvamu.edu
	@pvamu.edu
	@pvamu.edu
	@pvamu.edu
	@pvamu.edu
	@pvamu.edu
	@pvamu.edu
	@pvamu.edu
	@pvamu.edu
	@pvamu.edu

Email Account Users

This is the final section you will need to pay attention to. Depending on your request, creation or deletion of an account, you will check the box accordingly. You will then list all users that will access this box in the area provided.

When all fields are completed, please submit the form to ITS as described in the “Message from ITS” section. Please allow the stated time to fulfill the request.

Once your request is fulfilled, you will receive an email from ITS confirming your account request.



Technical Support

Should you have issues with the A\V system please submit a service request at the either of the following:

academictechnology@pvamu.edu

<http://www.pvamu.edu/academicaffairs/academic-technology/>

OR

https://pvamu.co1.qualtrics.com/jfe/form/SV_bi5I9IGJiaM54IB

OR

Call extension 2525.

In any case please include the the above information. Academic Technology should be the first contact for any issues you experience.