

# IT Enterprise Services: Shared or Generic Email Account Request Form

Send completed form via email to [first-call@tamu.edu](mailto:first-call@tamu.edu) with person's name in **SUBJECT** line. \*\*

I. PERSONAL INFORMATION			
FULL NAME			
	First	Middle	Last
	Preferred Name		
JOB TITLE	_____		
CONTACT	Telephone: _____ Current e-mail address: _____		
OFFICE	<input type="checkbox"/> Extension <input type="checkbox"/> Research <input type="checkbox"/> COALS <input type="checkbox"/> PVCEP <input type="checkbox"/> Other _____		
	Specific college, program, department, etc.: _____		
	District: _____ County: _____		
	Address: _____		

## II. Action Requested - Fill In Appropriate Sections

SHARED/COUNTY MAILBOX ACCESS	Mailbox name: _____
	Mailbox primary owner: _____
	Person(s) to be added: _____
	_____ I have read and understand the <a href="#">Use &amp; Responsibilities</a> associated with shared mailbox accounts on the AGNET e-mail servers.

NEW GENERIC MAILBOX	Mailbox name: _____
	Preferred e-mail address*: _____ @ _____
	Primary owner: _____
	Additional names requiring access: _____
	_____ I have read and understand the <a href="#">Use &amp; Responsibilities</a> associated with shared mailbox accounts on the AGNET e-mail servers.

\*E-mail addresses that may be used with the approval of the appropriate network administrator or dept. head: @tamu.edu, @agecon.tamu.edu, @aged.tamu.edu, @aesrg.tamu.edu, @afpc.tamu.edu, @brc.tamus.edu, @cnrit.tamu.edu, @nature.tamu.edu, or @tigm.org.

## III. AUTHORIZATION

Requestor's Signature: _____	Date: _____
Authorizing Signature: _____	Date: _____
Name: _____	Title: _____

(This form attached to e-mail from Supervisor, Office Manager, or Network Administrator will serve as an authorizing signature.)

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