



Information Technology Center  
403 Main Street, • GSU Box 4220 • Grambling, Louisiana 71245  
Main Office: (318) 274-6143 • Fax: (318) 274-6354

\*\*\* Email Request Form \*\*\*

*Access to Information and Computing Agreement*  
"A Member of the University of Louisiana System"

**Part I – User Information**

**Date:** \_\_\_\_\_

**Employee Name:**

\_\_\_\_\_  
Last

\_\_\_\_\_  
First

\_\_\_\_\_  
MI

**Ext:** \_\_\_\_\_

**Position/Title:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Employee Status:**

☐ Staff

☐ Faculty

☐ Other: \_\_\_\_\_

**Type of Affiliation:**

☐ Grambling

☐ Louisiana School

☐ Other: \_\_\_\_\_

**Type of Position:**

☐ Permanent

☐ Temporary

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

(An account termination date must be provided for temporary access.)

**Briefly describe your need for an account:** \_\_\_\_\_

**Grambling State University Electronic Communications Policy**

This policy is for the acceptable use of GSU's internet and email within the guidelines of the (OIT) IT\_POL\_1-20. This policy applies to employees, students and all others whose access to or use of internet or email services is funded by the state or is available through equipment owned or leased by the state. The Grambling State University Electronic Communications Policy can be viewed on the Information Technology Center's website under ITC Policies and Procedures.

**Part II – Authorization**

**Signature:** \_\_\_\_\_

(Requestor)

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

(Department/Unit Head)

**Date:** \_\_\_\_\_

\*\*\*\*FOR OFFICIAL USE ONLY\*\*\*\*

**Username:** \_\_\_\_\_

**Password:** \_\_\_\_\_

**Email:** \_\_\_\_\_

@gram.edu

**Signature:** \_\_\_\_\_

(Account Creator)

**Date:** \_\_\_\_\_

**Notes:** \_\_\_\_\_