



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: _____
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Employee Name: _____ **Ext:** _____
Last First MI

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: _____ Date: _____
(Requestor)

Signature: _____ Date: _____
(Department/Unit Head)

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

Username: _____ Password: _____ Email: _____ @gram.edu

Signature: _____ Date: _____
(Account Creator)

Notes: _____
