

Office of Information Technology

Request for Group Account

Group accounts are created in support of activities directly associated with University functions. A current full-time faculty or staff member must identify himself or herself as the account sponsor. To be eligible for a group account, all members of the group must be eligible for SCSU computer accounts. Group accounts for student organizations must be sponsored by the appropriate faculty advisors. Group accounts must be renewed at the beginning of every academic year.

Sponsor Contact Information

Employee Name:: Today's Date:
Office Phone: SCSU Email:
Department: Job Title:
Relationship to the
Group:

Group Information

Group Name:
Purpose of the
Group:

Group Membership (List each member's full Name, SCSU email, office phone ext.)

Acknowledgement

I hereby acknowledge my understanding of the responsibility of group computer account sponsor. I will notify Office of the Information Technology immediately if the group is dissolved prior to the scheduled termination date. I understand that the group account must be renewed at the beginning of every academic year.

Sponsor's Print Name

Date

Sponsor's Signature

Date

OIT Internal Only

Network/Account ID:

Issue Date:

Termination Date: