

Truman Student Organization Email Account Request/Update

New Email Account: **Update to Existing Email Account:** **Reset Email Password:**

Name of Organization Making Request: _____

Email Account Requested (new or existing): _____@truman.edu

New Account Owner Information:

Print Name: _____ **Phone:** _____ **Truman Email:** _____

Signature: _____ **Date:** _____

By signing this, I affirm that I have read the group account policy and will be responsible for the usage of this account.

Additional Users Authorized to access this email account.

Name: _____ **Truman Email:** _____

Name: _____ **Truman Email:** _____

Advisor's Approval:

Print Name: _____ **Phone:** _____ **Email:** _____

Signature: _____ **Date:** _____

By signing this, I affirm that I have read the group account policy and will oversee responsibility for the usage of this account.

Union and Involvement Services:

Print Name: _____ **Phone:** _____

Signature: _____ **Date:** _____

Yes, Group is chartered and in good standing. NO, Group is not active/chartered.

Other Requests or Special Instructions:

*****Please return completed forms to IT Services, MC 111*****