Request For New Department Email / Add or Remove Access To Dept. Email

Request Date: **Please type on-line, print out, sign & email to helpdesk@oru.edu**

Department:

Dept. Email:

Name	**Email**	**Add/Remove**

Authorized By Department Head:

Name: First   Last

Department: Title: Phone:

Signature:_____ Date: _____

To Be Completed By IT Only:

Completed by: _____ Date: _____

FILL OUT FORM ON-LINE & PRINT

IT Department Email: helpdesk@oru.edu