



Student Club and Organization Email Account Request

Email accounts for student clubs and organizations are available to officially chartered clubs and/or organizations. The end of this form requires the signature of the organization representative for acknowledgement of the specified UNC computing procedures and the signature of the sponsor/advisor for indicating responsibility to provide training for these procedures. Access will not be granted without these signatures

STUDENT CLUB/ORGANIZATION REPRESENTATIVE INFORMATION:

First Name: _____ *Last Name:* _____

Bear Number: _____ *Contact Telephone Number:* _____

Student Email ID _____ @bears.unco.edu

STUDENT CLUB/ORGANIZATION INFORMATION:

Student Club/Organization Name: _____

Sponsor/Advisor Name (printed): _____

Requested Email Account Name (printed): _____ @unco.edu

SPONSOR/ADVISOR SIGNATURE

PLEASE REVIEW AND SIGN

When you sign this request to grant access you assume the responsibility to provide training for the person receiving the authorization, to provide information about FERPA, to monitor the use of the information, to request the cancellation of access should the user resign or be terminated from his/her position, and authorize changes for login.

Department/Advisor Signature: _____ *Date:* _____

STUDENT CLUB/ORGANIZATION SIGNATURE

PLEASE REVIEW AND SIGN

I acknowledge that I have read the University of Northern Colorado procedures for the administration of the Family Education & Privacy Act at <http://www.registrar.unco.edu/Ferpa.htm> and the University of Northern Colorado Information Technology Procedures at <http://www.unco.edu/it/Policies/computingproceduresindex.html>. I further acknowledge that I understand my responsibilities as related to FERPA and to the Information Technology policies and understand that unauthorized release of student information is in violation of the FERPA policy and will necessitate the revocation of access to the University data. Violation of FERPA and Information Technology policies and any improper use of computer resources may result in disciplinary action up to and including termination.

Student Club/Organization Representative Author Signature: _____ *Date:* _____

DELIVERY INSTRUCTIONS

When completed please send to the Technical Support Center via one of the following options:
Fax—970.351.1354 Campus Box—Number 19 Office Location—University Center

IF YOU HAVE QUESTIONS ABOUT THE COMPLETION OR STATUS OF THIS REQUEST

PLEASE CALL (970) 351-HELP (4357)