



OGLETHORPE

UNIVERSITY

IT Services Sponsored Account Request Form

This form should be filled out by the University Sponsor for partners, volunteers, consultants, contractors and all other non-employees who require an account for their partnership with Oglethorpe University. Only the President, a Dean, Vice President, Director or Chair may sponsor an account. A Statement of Computing Ethics should be signed by the applicant and returned along with this form.

Applicant Information:

First Name:

Last Name:

Preferred Name:

E-mail Address:

Mailing Address:

Date of Birth:

Phone Number:

Company or Organization:

Title:

Colleague ID Number:

Start Date

All accounts include e-mail, a computer login with network storage and an Oglethorpe ID card. Please list any additional access needed below.

Shared or Departmental Folder:

E-mail Distribution List:

Shared Mailbox or Calendar:

Electronic Door Access:

Colleague Access:

If checked please fill out a Colleague Access Request form and attach.

Other:

Sponsor Information:

Name:

OU E-mail:

Sponsor Signature:

Date:

Applicant Signature:

Date: