**Division of Information Technology**



|  |  |  |
| --- | --- | --- |
| **ListServ Account Request Form** | | |
| RU maintains several email mailing lists to communicate with the RU community.  These lists are updated on a “weekly” basis to maintain their accuracy.  Rather than setting up a new list for each campus need, RU tries to add access to those users with a continuing business need to communicate with a group of people.    **If you have a one-time need to send to a group then you should contact your VP’s office and ask them to send the message on your behalf.**  To request ongoing access to an existing list, please fill out the fields below. | | |
| Name of User for Whom Access is Requested: | Username: | |
| List(s) for which access is requested: | | |
| **Account Agreement**  I, the above, request access to the list(s) above. I agree to properly manage and maintain this account in the best interest of Radford University. | | |
| Requestor’s Signature: | | Date: |
| Approvals: | | |
| Department Head, Chair or Director: | Department Head, Chair or Director Signature | |
| Vice President: | Vice President Signature: | |

**Turn this form to the Division of Information Technology, 189 Walker Hall, Box 6888**

**All signatures are required before your request will be processed.**