

# Associate GUMail Account Request

This form must be completed **by the Sponsor of the** Sponsored University Associate who needs a GUMail account for Georgetown University business purposes.

**Email routing may be sufficient for your Associate's needs. Routing means their @georgetown.edu address delivers to the Associate's home email account.** Your Associate can set a routing by following the instructions at <http://uis.georgetown.edu/email/forwarding.add.html> without the need for this form.

**Since there are a limited number of GUMail accounts for Associates, all requests are reviewed for necessity.** This form should only be completed when:

- 1) there is a business need whereby routing will not suffice for your Associate
- 2) there is proof that your Associate handles confidential data
- 3) an employee's status is changing from staff/faculty to Associate status. The Sponsored University Associate Request must have been submitted and activated prior to submitting this request..

After you have submitted the request, the Associate will be contacted at their non-Georgetown e-mail account with additional steps and instructions on how to activate their GUMail account.

**Note that the Associate may not complete this form on his or her own behalf; it must be submitted by the Associate's Sponsor.**

**Once the request has been reviewed, the Associate will receive an email with a link to a page accepting responsibility for the account. After the Associate has completed that acceptance, the account will be created.** Please allow 5-7 business days for the GUMail account to be activated from the time the Associate accepts the conditions.

## Account Recipient Information

Please provide the following information about the person for whom an Associate account is requested:

|   |                      |
|---|----------------------|
| <b>Recipient's NetID</b>  | <input type="text"/> |
| <b>Recipient's Name</b>   | <input type="text"/> |
| <b>Recipient's Role in your Department</b>  | <input type="text"/> |
| <b>Recipient's non-GU email address</b>   | <input type="text"/> |
| <b>How long will this Associate need the GUMail account (as opposed to the Sponsored University Associate form default period)?</b> | <input type="text"/> |
| <b>Please enter any comments or reasons for this account request:</b>   | <input type="text"/> |

# Account Requester Information

Please provide the following information about yourself.

| NetID  | Full Name      | Email                 | Phone #     | Department Name        |
|--------|----------------|-----------------------|-------------|------------------------|
| housej | Judith F House | housej@georgetown.edu | 202-687-603 | UNIVERSITY INFORMATION |