



New Employee

Email Account Activation Request Form

Please return completed form to JQL 108 (North Entrance) – UMC 1015 or fax to 797-7236.

Please provide the following information to activate an account on the Aggies Exchange Server. Once completed please FAX this form to Information Technology at: **797-7236** or mail to **UMC 1015**. You are also welcome to bring it to the Service Desk in the Janet Quinney Lawson (JQL) bldg (North entrance), just across from the Education bldg.

Name: _____ Phone Number: _____

USU Employee ID Number: **A** _____ Department: _____

What should your @usu.edu email alias be? _____@usu.edu
(It is recommended that you use First.Last@usu.edu or something similar)

Do you have other devices that will need access to your new email account?

Smartphone / PDA: Blackberry: Laptop:
Palm OS: Other:
Windows OS:

Customers who access their email account from multiple computers (laptops) and/or have a cellular phone or PDA with email and/or calendaring features will need to have their devices present or schedule an additional appointment with the IT Service Desk to configure these additional devices.

IMPORTANT INFORMATION:

1. Prior to an account being activated the Employee Personal Action Form (EPAF) must be completed through the USU HR Office.
2. Your account will be activated within two business days of receiving this form AND the completion of your EPAF mentioned in item one above.
3. Instructions on how to configure Microsoft Outlook and Entourage are available through the IT website. Web access to your email account is also available by visiting <https://owa.usu.edu/owa>
4. To access your account use your A-Number and password.
5. Passwords must be changed every 6 months. To change your password please visit: <https://ID.usu.edu>
6. If you have questions or need assistance please contact the IT Service Desk at 797-HELP (4357).