Secondary Account Modification Form

What is a Secondary Account? This is a second UNH Username/account that is assigned to a user who has a business need that requires multiple accounts with varying levels of access.

Secondary Account Information
Secondary Account Username: __________________________________________
Department: ___________________________________________________________

Modify Access
Please mark which applications should be accessible by this Secondary Account. If you are adding new applications you may be required to submit a separate form for each new application.

- Do not modify access
- Terminate Secondary Account
- Modify access as specified below

Add  Keep  Remove
☐  ☐  ☐  AD/VPN
Shared Network Resource: __________________________________________
☐  ☐  ☐  Outlook Exchange E-mail*
E-mail Alias: _______________________________________________________
☐  ☐  ☐  CIS Unix Webmail*
E-mail Alias: _______________________________________________________
☐  ☐  ☐  Document Imaging**
☐  ☐  ☐  Banner Student**
☐  ☐  ☐  WebI Reporting**
☐  ☐  ☐  UNHINFO Web Contributor Account
Website: ___________________________________________________________

* Please select only one type of E-mail: Exchange or CIS Unix. If both are selected the Exchange E-mail account will be created.
** These accounts require the completion of an additional Account request form and approval by the appropriate data stewards.

Modify Secondary User Information

What is a Secondary Account User? This is the user of the account and the sole owner of the password.

- Do not modify User information.
- Reassign this account to the following user

Name: __________________________________________
Username: ______________________________________
Phone: _________________________________________  Signature: _______________________________
E-mail: _________________________________________  Date: _________________________________

Secondary Account Agreement: I agree to take ownership of this secondary account. As the owner of this account I agree to not share the passwords with others, to oversee, document use and be responsible for these accounts and the workstation while the account is in use.
Supervisor Approval

As supervisor for this employee, I approve the modification of this secondary account. This account will be used to meet the business needs of this department.

Name: _________________________________
Username: _________________________________
Phone: _________________________________ E-mail: _________________________________
Signature: _________________________________ Date: _________________________________

Please print this form and mail or fax to the IT Account Administrators
1 Leavitt Lane, UNH
Durham, NH 03824
Fax (603)862-4282