Secondary Account Request 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 (if known): ____________________________
Department: ____________________________

- AD/VPN
  Shared Network Resource: _______________________________________

- Outlook Exchange Email*
  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 select 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.

Secondary User Information

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

Name: ____________________________
Username: _______________________
Phone: __________________________
E-mail: __________________________

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.

Signature: ________________________ Date: ___________________________

Supervisor Approval

As supervisor for this employee, I approve the creation 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

UNH Information Technology
One Leavitt Lane Durham, New Hampshire 03824-3547 603-862-4242 it.unh.edu