“Message Creator” Access Request, Directed Communication System

Approval of this form will give UNH/UNHM faculty and/or staff access to the Directed Communication System. Mail or bring the completed form with all signatures to UNH IT Academic Technology, Level G, Dimond Library.

**All fields required**

Name: ________________________________
(Please PRINT clearly)

Blackboard Username: ________________________________

Telephone: (______)_________ Email Address: ________________________________

I request access to the following features of the Directed Communication System:

- □ Standard email - using predefined lists and normal approval queues
- □ Ad hoc list email - using YOUR OWN custom ad hoc lists (check those that apply)
  - □ Students using Banner Student PIDM upload
  - □ Faculty and/or staff using Banner HR PIDM upload
  - □ Ad hoc list of non-UNH persons using first name, MI, last name, and email address

For ad hoc list requests, describe the population and the purpose of the proposed emails.
I certify that I have read and will comply with the UNH Acceptable Use Policy at http://www.usnh.edu/olpm/UNH/VI.Prop/F.htm. □ Yes  □ No

Signature of Applicant: ___________________________ Date: __________________

(Please PRINT Name)  (Please PRINT Title)

**Sponsor Signature:** Provost, Vice President, Dean, or his/her officially designated representative, of your department/division must sign this form to indicate his/her approval of your access to the Directed Communication System.

**All fields required**

(Supervisor’s Signature in ink)  (Provost, Vice President, or Dean in ink)

(Please PRINT Name)  (Please PRINT Name)

(Please PRINT Title)  (Please PRINT Title)

For Office Use Only:
Confirmed Blackboard username: □ Yes
Assigned role for Directed Communication access for □ Email  □ PIDM upload
Processed by: ___________________________ Date: _______________