

Generic Email Account

This document is presented by ATNS to provide accountability for any and all generic email accounts created. The following undersigned does take full responsibility for any mail sent to and from the generic account listed below. The responsible person should monitor all users of this account. Any complaints, grievances, or misuse of any kind pertaining to this generic account will be directed to the person of responsibility who signed this agreement. This contract will remain in effect until ATNS has received in writing a request to transfer responsibility. Once the written request has been received, a new contract will be generated between ATNS and the new responsible person. In the event the responsible person terminates employment with Collin College and does not transfer responsibility, the generic account will be disabled until a new contract has been completed.

Department/Organization: _____

Please choose one:

☐ Request for New Generic Email Account _____ @collin.edu
New Generic Email

☐ Update Responsible Party for Existing Account _____ @collin.edu
Existing Generic Email

☐ Update or Modify Account Name:

Current Generic Email Account Name: _____ @collin.edu

New Generic Email Account Name: _____ @collin.edu

Responsible Person:

Name -Typed

Signature

Date

Submit completed form to Tech Support

- via inter-campus mail to Tech Support, 417-CYC or
- scan completed form with signature and send via email to helpdesk@collin.edu