

The information on this form will be used to create and configure your Non-Person email account. If you have any questions about the information requested, please review second page for more info, or for further assistance, please contact the Help Desk office at x2828. After completing the form, please email the scanned application to [helpdesk@newschool.edu](mailto:helpdesk@newschool.edu), with the subject “*Non-Person Email Account Creation Request.*”

Once your application has been approved, you will be contacted by the University Help Desk to inform you about the creation of your non-person account.

### Non-Person Email Account Information

<b>Account Display Name</b> (Minimum Two Words):	<b>Account User ID</b> (30 character limit):
<b>Account Description</b> (Minimum: Single sentence describing purpose/function of requested account):	
<b>Account Owner's User ID:</b>	
<b>Account Division (check one):</b> <input type="checkbox"/> Central Administration <input type="checkbox"/> NSSR <input type="checkbox"/> Parsons <input type="checkbox"/> Lang <input type="checkbox"/> NSPE <input type="checkbox"/> Mannes <input type="checkbox"/> Drama <input type="checkbox"/> Jazz	

### Supervisor/Manager Authorization and Approval

<b>Supervisor's Name:</b>		
<b>Supervisor's Signature:</b>	<b>Date:</b>	<b>Tel. Extension:</b>

### For Internal Use Only

<b>Account Type:</b> (check one) <input type="checkbox"/> MailServicesAcct <input type="checkbox"/> AccessAcct <input type="checkbox"/> SystemsAcct <input type="checkbox"/> MailAnnounceAcct <input type="checkbox"/> 3rdPartyAcct <input type="checkbox"/> TestAcct <input type="checkbox"/> ResourceAcct <input type="checkbox"/> LDAPAcct		
<b>Account First Name(s):</b>	<b>Account Last Name(s):</b>	
<b>Account Display Name:</b>	<b>Account Owner's Net ID:</b>	
<b>Account User ID:</b>	<b>Account Email Address (if mailbox created):</b>	
<b>Account Description:</b> (Division + Description from above)		
<b>Account Create Date:</b>	<b>Account Owner Informed Date:</b>	
<b>Approved by IT Management:</b> (Initials – CB or DC)		

## INSTRUCTIONS:

### Account Display Name:

- Minimum of two full words
- Maximum – within reason
- Use Title Case.
- For example: *Parsons Fine Art Alumni, Lang Advising, Benefits Help*

### Account User ID:

- Maximum – 30 character limit
- For example: *xythosdrive, benefitshelp, parsonsinterns, parsonsalumnirelations, mannesadmissions*

### Account Description:

- Minimum – Single sentence providing purpose/function of the requested account.

### Account Owner's User ID:

- Net ID (not N#) of user that will be maintaining/owning requested account

### Account Division:

- Select from choices provided