

## Umontana Address Change Request Form

To request a change in your official University of Montana e-mail address, please fill out this form and submit it to IT Central in Social Science 120. **You must present a valid UM Griz Card when submitting your form.** Legal name changes or spelling corrections must go through the Registrar's Office for students and Human Resources for employees.

**NOTE:** The Umontana address change process takes 1 business day to complete. After 1 business day check OneStop.umat.edu (click on what is my NetID) to verify that your Umontana address has been updated.

### Step 1. Applicant Information—Please Print Clearly

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

University ID: **790** Campus Phone: \_\_\_\_\_

Current OFFICIAL UM E-mail Address: \_\_\_\_\_ @umontana.edu

**Step 2. Reason for Request:** E-mail address changes may be made under certain circumstances, most of which are listed here. The new address request must be closely related to the legal name.

- I have an employee and student address. I prefer to switch which address includes the numeric digit.
- I prefer to eliminate the numeric digit. (This option may not be possible if the requested alias is in use.)
- I prefer to insert a hyphen or an underscore for ease of reading: \_\_\_\_\_
- I prefer a shortened version of my first or last name: \_\_\_\_\_
- OTHER: [Dean of Students approval **required** for all OTHER student change requests.]

\_\_\_\_\_  
Dean of Students Signature

\_\_\_\_\_  
Date

### Step 3. Signature

Your signature indicates that you have read and agree to abide by all of The University of Montana acceptable use policies located on <http://www.bor.montana.edu/borpol/bor1300/bor1300.asp>

Requester: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE NOTE: YOU MUST BRING THIS FORM TO IT CENTRAL IN SOCIAL SCIENCE 120 WITH A VALID UNIVERSITY ID IN ORDER FOR YOUR REQUEST TO BE PROCESSED. THANK YOU.**

### For IT Use Only:

Delivered by: \_\_\_\_\_ / \_\_\_\_\_  
(if not requestor) Printed Name UM ID

Photo ID/ Signature Checked By: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name/Signature

Requested Action Completed By: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name/Signature

The new official e-mail address is: \_\_\_\_\_ @umontana.edu

User Notified By: \_\_\_\_\_ / \_\_\_\_\_  Verbal  Written  
Printed Name/Signature