

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.umt.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:

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