

Request to Change Account Ownership for Departmental Accounts

This form is used to change the ownership of a departmental account. Please return this form to the OIT Service Center located in the Commons on the 2nd floor of Hodges Library.

Please change the ownership for the following account NetID/Tmail UNIX

Please reset the password for the following account NetID/Tmail UNIX

NetID/Tmail Username _____ UNIX Username _____

Current Owner _____ Personnel # _____

New Owner _____ Personnel # _____

Email Address _____ Phone Number _____

Project Code* 800001 _____ Programmer Code* _____

****Required Information for UNIX accounts ONLY.** To determine the Project & Programmer Codes, type "whozit -a username" while logged in to your UNIX account. If you cannot log into the account, the OIT HelpDesk can look it up for you when you turn in the form.*

While there is no charge to update the account information for a departmental UNIX account, charges are associated with the additional disk space (beyond the base of 50 MB) incurred by an existing UNIX account. The standard charge is \$25 per 100MB of additional disk space. Please include the appropriate charge information for billing. We will confirm/update our records for this account. **IF you need to change the type of billing (departmental vs. payroll deduction), please complete the *Change Billing* form, <http://oit.utk.edu/forms>.**

_____ UT Account Number* _____ UT Account Name* _____ Department Address*

Authorized by:
This request must be approved by the current owner or the Dean, Director, or Department Head.

Print Name: _____

Signature: _____

Title: _____

Date: _____

For OIT Use Only			
Check project/programmer code/owner	_____	Assign case to USG	_____
Fax UNIX request to 4-2842	_____	Password Changed	_____
Fax LDAP request to 4-2622	_____		
Remedy Case #	_____		
Request Processed By:	_____	Date	_____