

# OIT | Office of Information Technology

## Request to add a Campus Organization to the Online Directory

This form should be used to request the addition of an entry for one of the following types of organizations\* to the Online Directory (a.k.a. LDAP).

**RETURN TO: 2309 Kingston Pike, Knoxville, TN 37996-1714, Attn: Directory Services or FAX to (865) 974-2622.**

\* Student organizations should request a directory entry through the Dean of Students office.

Choose One

- Department/College (e.g. Admissions and Records, Math Department, etc.)
- Faculty/Staff Organization
- Professional Conference
- Other

**REQUIRED** information about organization to be added. **ALL** fields **MUST** be filled out for the application to be processed.

Organization Name  
(Max of 60 characters)

Requested NetID  
(Use only alphanumeric characters; must be at least 3 characters long; must be no more than 20 characters long):

First Choice

Second Choice

E-mail

Create New E-mail Address

Forward E-mail to

Address

City

ZIP

State

Organization Phone #

Contact Name

Contact Title

Contact E-mail

Contact Phone #

Signature

Date

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### Person Authorizing Request (Required if requestor is not full-time faculty/staff):

Name

Dept/College

Title

Dept Head      Dean      Director      Manager

Other

E-mail

Phone

Signature

Date

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**For OIT Use Only**

Assigned Alias

Date Assigned