

# OIT | Office of Information Technology

## Request Change for Departmental Accounts Form

This form is used to make changes a departmental account or Listserv. Please scan and e-mail to help@utk.edu, fax to 974-0277, or return this form to the OIT Service Center located in the Commons on the 2nd floor of Hodges Library.

NetID Username	NetID	Change Owner Reset Password Update E-mail Routing to
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UNIX Username	UNIX	Change Owner Reset Password
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Listserv Name(s)

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Current Owner	Personnel #
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New Owner	Personnel #
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E-mail	Phone
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**Authorized by:**

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

Print Name	Title
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Signature	Date
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**For OIT Use Only**

FootPrints Ticket #	Date
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Processed by

Request scanned and attached to ticket

Password changed

Mail Routing Changed

NetID Account Owner Changed

Listserv Owner Changed

Assigned to AccountMgt for UNIX Account Change