Department UIT Resources Sponsorship Application

Purpose: This application is to be used by UH employees needing UIT resources for the purpose of supporting instructional, research or administrative activities within his/her department on the University of Houston computing facilities. Departmental resources must be approved by the UH employees' direct report or manager. This form is only for current faculty and staff. If the resource is for a UH affiliated organization (Campus Organization) or a student organization, you must use the Organization UIT Resources Sponsorship form. For more details on sponsorship forms, please visit http://www.uh.edu/infotech/services/accounts/sponsored/index.php. Please fill out all sections, failure to do so may result in delay of processing your request.

UH Employee/Owner Information

MyUH ID #

First Name   E-mail

Last Name   Phone

Purpose of this account

Signature   Date

UIT Resource(s) Information

Check the type of resource(s) you are applying for?

☐ CougarNet - used for connecting to computers and applications on campus (complete section A)

☐ Central Web Server (www.uh.edu) - used to publish content to web page (complete section A, B)

☐ UH Listserv (@listserv.uh.edu) - used to deliver messages to hundreds of e-mail accounts (complete section C)

☐ Exchange E-Mail (@central.uh.edu address) - used as an e-mail account for your department or organization (complete section A, D)

☐ UH Alias (@uh.edu) - used to deliver messages to one or few e-mail accounts (complete section E, F)

☐ ECC_UNIX - only for Engineering College faculty, staff, and students (complete section A)

(A) UserID must be 3-8 characters in length - Used for CougarNet, Central Web Server, Exchange E-Mail, and ECC_UNIX

UserID   UserID (#2 Choice)

(B) For Central Web Server (www.uh.edu), what would you like your URL to be:

www.uh.edu/   (#2 Choice) www.uh.edu/

(C) For Departmental or Organizational Listserv (prefix@listserv.uh.edu), what would you like your prefix to be:

UH Listserv

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UNIVERSITY of **HOUSTON**
YOU ARE THE PRIDE

UNIVERSITY INFORMATION TECHNOLOGY

(D) For Exchange E-Mail, what would you like your Display Name to be:

Display Name

(E) For Departmental or Organizational UH Alias (prefix@uh.edu), what would you like your prefix to be:

UH Alias   (#2 Choice) UH Alias

(F) For Departmental or Organizational UH Alias (prefix@uh.edu), list the e-mail address(es) you want messages to be delivered to:

E-mail (1)

E-mail (2)

E-mail (3)

E-mail (4)

E-mail (5)

This section must be filled out by your supervisor/Manager. For more information on sponsorship requirements, visit : http://www.uh.edu/infotech/services/accounts/sponsored/index.php

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Manager's MyUH ID #

Manager's Full Name

Manager's E-Mail

Manager Signature   Date

Please see our UIT policies concerning computer use:
http://www.uh.edu/af/universityservices/policies/sam/7InfoServices.htm
http://www.uh.edu/af/universityservices/policies/mapp/10mappit.htm

For questions about this process or form, please contact sponsorship@uh.edu.

Please return this form to sponsorship@uh.edu or fax to 713-743-1410. Allow approximately 2 business days for processing.
Information about the UIT resource will be sent to the e-mail address you provided above and your manager's e-mail address.

Rev. 7/2018