

# Organization UIT Resources Sponsorship Application

For Campus Organizations Only  
[continued]

**Purpose:** This application is to be used by one of top 3 officers of the student or non-student campus organizations needing UIT resources for the purpose of supporting instructional, research or administrative activities on the University of Houston campus. For the student organization, the officer applying must be currently registered with Center for Student Involvement (CSI) office. The CSI office must approve all resources for Student Campus Organizations. For the Non-Student Campus Organization, the President or Leader must approve this form. The sponsored resources will be active until the owner is no longer current. It is the responsibility of the owner to transition the account resources to another member of their organization prior to their departure. Otherwise, UIT reserves the right to disable the resources. The resources can be re-enabled if a new owner applies for the resources within one year time frame from the date of disable.

## Organization Officer/Owner Information

- Application for Student Campus Organization  
 Application for Non-Student Campus Organization

MyUH ID #   
First Name  E-mail   
Last Name  Phone

Name of Campus Organization or Registered Student Organization

Signature  Date

## UIT Resource(s) Information

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

- Central Web Server (www.uh.edu) - used to publish content to web page (complete section A, B)  
 Exchange E-Mail (@central.uh.edu address) - used as an e-mail account for your organization (complete section A, C)  
 Organizational Listserv (@listserv.uh.edu) - used to deliver messages to hundreds of e-mail accounts (complete section D)  
 Organizational Alias (@uh.edu) - used to deliver messages to one or few e-mail accounts (complete section E, F)

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

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 Exchange E-Mail, what would you like your Display Name to be:

Display Name

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(D) For Listserv (prefix@listserv.uh.edu), what would you like your prefix name to be:

Listserv Name

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

UH Alias  (#2 Choice) UH Alias

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(F) For 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)

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**This section must be filled out by Center for Student Involvement (CSI) office if you are applying for Student Campus Organization resources. For Non-Student Campus Organization resources, the President or Leader will be responsible for completing this section.**

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CSI Office or Campus Org Leader MyUH ID #

CSI Office or Campus Org Leader Full Name

CSI Office or Campus Org Leader E-Mail

CSI Office or Campus Org Leader Position Title

CSI Office or Campus Org Leader 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](mailto:sponsorship@uh.edu).

Please return this form to [sponsorship@uh.edu](mailto:sponsorship@uh.edu) or fax to 713-743-1410. Allow approximately 2 business days for processing. Information about the resource(s) will be sent to the approver's e-mail address you provided above.

Updated: September 27, 2017