

EACS Email Domain Request

Before any email domains will be allowed, this form must be filled out and submitted to the Technology Department for approval. Filling out this form does NOT guarantee that the email domain requested will be opened to the student email accounts.

Name: _____ School/Building: _____

Extension Number: _____ Position: _____

Please List the EXACT name of the email domain:

Ex: collegeboard.no-reply@collegeboard.org

Briefly explain how this email domain address will benefit EACS: _____

Requestor Signature: _____ **Date:** _____

Principal/Supervisor Signature: _____ **Date:** _____

Director of Technology Signature: _____ **Date:** _____

Once this form has been approved by all parties, copies will be sent back to the requestor and the Technology Dept. will contact Shay Pape and request that the email domain be unblocked for student emails. It takes about 24 hours for the domain to be unblocked for students.

Technology Office Use Only:

Date Received _____ *Date Unblocked* _____ *Unblocked By* _____

cc: Requestor, Tech Dept

Updated 10/5/17