Bring this form to the front office of Center for Planning and Information Technology (Leahy 200), Monday-Friday, 9a.m.-5p.m., where it will be processed within five business days. You will be notified by e-mail of the status of your request.

**Part One**

**Background Information**

1. Your name: _________________________________________________
2. Your CUA username: _________________________________________
3. Your dept. or organization: __________________________________
4. Student organization's faculty advisor (for student organizations):  
   Advisor's NAME (PRINT):________________________________
5. Your phone number: ___________________________________
6. Today's date: _______________________________

Your signature (required):

___________________________________________________________

Signature of student organization’s faculty advisor or the director of campus programs (required, if request is from student group):

___________________________________________________________

**Part Two**

Check one:

_____ Create new generic e-mail "alias" address

- Requested address: CUA-______________________@cua.edu  
  (Note: CPIT will honor requested addresses whenever possible.)

_____ Edit existing generic e-mail "alias" address: CUA-________________@cua.edu

- If you don't know what the existing generic e-mail "alias" address is, look at these instructions.

**Electronic forms** Will users associated with this generic e-mail "alias" address be using electronic forms on the World Wide Web?

_____ Yes

_____ No

_____ Maybe in the future; we'll decide later

Who should receive e-mail sent to the generic e-mail "alias" address? CUA usernames who should receive the e-mail:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

CUA usernames who should NO LONGER receive the e-mail:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Send any questions to webmaster@cua.edu