



Rensselaer

Guest E-mail Account Request Form for a Rensselaer Retiree

Portfolio Name: _____ Department: _____

Retiree Name: _____ RIN: _____

Title: _____ Faculty Staff

RCS Account User ID: _____ Full email address: _____

Date of Retirement: _____ (note: an Employment Transaction Form (ETF) must be submitted)

Effective dates of request: From: _____ Until (end date of 1 year or less is required): _____

FOAPA for Account Charges: _____

Fund	Org	Account	Program	Activity
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Is retiree going to use the Guest E-Mail Account for personal reasons? Yes No

Is retiree going to use the Guest E-Mail Account for business reasons (other than RPI business)? Yes* No

* If yes, the retiree must also complete a Conflict of Interest Survey Form.

Provide business reason and any risks associated with granting a guest e-mail account post retirement:

I understand that by requesting that a guest e-mail account be extended to this retired faculty or staff member, that I am responsible for ensuring that the e-mail account holder is aware of and has agreed to abide by Rensselaer's current policies on electronic citizenship, and electronic and media communications. I further understand that this privilege may be revoked at any time for any reason.

Submitted By:

Dean/Vice President

Date

Provost (Faculty Only)

Date

Request is:

_____ Approved as requested _____ Denied

_____ Recommended alternate action (specify): _____

Vice President for Human Resources/Date

Vice President for Information Services & Technology
and Chief Information Officer/Date

Note: Retirees who are approved for a Guest E-Mail Account must also be approved for a Retiree ID Card.

HR and DotCIO Office Use Only

Retirement Date Confirmed (HR staff) _____

RCS Information Confirmed (DotCIO staff) _____

Account Request Complete (DotCIO staff) _____

Note: Retiree Guest E-mail accounts are approved for a 12-month period only. If a longer request is needed, a new form must be submitted annually. Requests are reviewed monthly, and should be submitted more than 5 weeks in advance to ensure uninterrupted service.