

Courtesy accounts may be granted to individuals (Custodian) who are not employed by Radford University, but work in association with the university and require access to university services for research or other work. Applications must specify a full-time university employee as Owner of the account. All information and signatures below are **REQUIRED**.

Courtesy accounts **expire one year from the date of submission** unless otherwise specified, and must be renewed annually.

Type all required information, then print, sign, scan and email completed form to radford@service-now.com with subject line Courtesy Account Request. Allow 3 business days for processing.

Justification for Courtesy Account

By signing this form, the Account Custodian and Owner **AGREE** they have read and will abide by the Acceptable Use and other Security Policies defined by Radford University (see technology policies at <http://www.radford.edu/content/it/home/it-policies.html>).

CUSTODIAN CONTACT INFORMATION

First Name

Last Name

Birth Date

Phone #

RUID# (if applicable)

E-mail Address

Street Address

City

State

Zip Code

Custodian Signature

OWNER CONTACT INFORMATION

First Name

Last Name

RUID#

Department

Owner Signature