

ListServ Account Request Form

RU maintains several email mailing lists to communicate with the RU community. These lists are updated on a “weekly” basis to maintain their accuracy. Rather than setting up a new list for each campus need, RU tries to add access to those users with a continuing business need to communicate with a group of people. **If you have a one-time need to send to a group then you should contact your VP’s office and ask them to send the message on your behalf.**

To request ongoing access to an existing list, please fill out the fields below.

Name of User for Whom Access is Requested:	Username:	RUID:
List(s) for which access is requested:		
Account Agreement		
I, the above, request access to the list(s) above. I agree to properly manage and maintain this account in the best interest of Radford University.		
Requestor’s Signature:	Date:	
Approvals:		
Department Head, Chair or Director:	Department Head, Chair or Director Signature	
Vice President:	Vice President Signature:	

All signatures are required before your request will be processed.

Scan form and e-mail to: radford@service-now.com with the following subject line:

ListServ Account Request - 9digitRUID - username

Example: ListServ Account Request - 900999999 – gwashing