

Virginia Tech PACE Address Application Form

Return the completed form to IMS, Campus 0214, or FAX to 231-3583

This form is to request a VT PACE e-mail address for a department or work group. All addresses will be in the form [accountName]@vt.edu.

Please direct any questions to <http://4help.vt.edu>

■ VT PACE Information

Requested PACE Address: _____

PACE Type:

VT PACE accounts use a listserv as the back-end by default. Check below if you need an exchange PACE instead. For more information on the difference between the types of accounts please visit: <http://www.ims.vt.edu/information/vt-pace/types.html>

Check if PACE is Exchange type:

■ Administrator Information

The administrator is the primary contact between IMS and the department or group requesting the VT PACE address. For a listserv PACE they will be the primary owner of the listserv. For an exchange PACE the administrator must be an OU admin and will be listed as the responsible person.

Name (Please Print): _____ **PID:** _____

Phone Number: _____

Additional Administrators:

If this is a listserv PACE you can designate up to two additional administrators. These people will have administrator access in the listserv management tool.

Name (Please Print): _____ **PID:** _____

Name (Please Print): _____ **PID:** _____

■ Department Information

Department Name: _____

Department Number (all 6 digits): _____

■ Department Head Signature (Dean/Director/Alternate Head)

Name (Please Print): _____ **VT ID #:** _____

Signature: _____ **Date (mm-dd-yyyy):** _____

IMS Use Only - Completion Date:

V1.2 December 2008