

1. **TYPE** all required information - handwritten forms are not accepted and will be returned.
2. Print and sign completed form. ALL information and signatures are required for processing.
3. **Scan form and e-mail to:** radford@service-now.com  
Use subject line: Department Account Request

Department account custodians are responsible for the account credentials and changing the password. Custodians must be full-time employees. The custodian will be notified via e-mail when account is set up. Allow up to 3 business days for processing.

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Request for:	New Account	Custodian Change	Remove Account
Account Name:			enter the name of the account - must be fewer than 15 characters in length (i.e. provost)
Display Name:			shows as the "From" in email messages, and the "Name" in the Outlook address book
Purpose of Account:			

By signing this request, the Custodian and Supervisor AGREE they have read and will abide by the Acceptable Use and other Radford University security policies (see technology policies at <http://www.radford.edu/content/it/home/it-policies.html>)

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**Custodian Information**

First Name:	Last Name:
RUID#:	RU e-mail:
Job Title:	Department:
Custodian Signature:	Date <input type="text"/>

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**Supervisor Information**

First Name:	Last Name:
RUID#:	RU e-mail:
Job Title:	Department:
Supervisor Signature	Date <input type="text"/>