



**INDIANA UNIVERSITY
BLOOMINGTON**

Email and Website Account Applications

Student organizations may also possess a Network ID and accounts on UITS computers. Such an account will allow student organizations to obtain an email address and server space to house a website. The form can be picked up in Student Activities (IMU room 371).

To apply for an email or web account, please submit the following to Student Activities:

- your student organization registration
- the UITS application (available in Student Activities)
- a letter on IU letterhead signed by your advisor and his or her department chair stating their knowledge of your application and use of the account through IU.

The letter from the advisor and department chair could read as following:

Both letter samples written below contain the minimum that the letters should include. The letters should be written on departmental letterhead.

Dear Student Activities,

I am a faculty/staff member in X department. XX student organization has asked me to be their advisor. I recognize this will involve the organization obtaining an e-mail account and/or web address through UITS.

Dear Student Activities,

I supervise X faculty/staff member in X department. XX student organization has asked X advisor to work with them. I recognize X faculty/staff member's involvement with this student organization.

Student Activities

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