

Memorandum

To: New ITAdmin Rep

From: Marg Hogan, Information Technology Services

Re: New ITAdmin Rep - Information

On behalf of Information Technology Services (ITServices) I would like to thank you for your interest in becoming an ITAdmin Rep for your Department. Also included is an acknowledgement form to be completed and signed your Department Head (or designate) and returned to us.

Once we receive the completed forms, you will be given access to the ITAdmin Restricted Resources. This will enable you to request services such as email accounts and to review ITServices E-bills. You can request password resets, and manage telecom/network resources, including additions, changes and inventory. You will also be identified as the primary contact for Exchange Email/Calendar departmental resources, including rooms controlled by your department, distributed lists and your bookable department equipment. (You may choose to delegate the departmental resources to someone else in your department). As well, you will be added to the ITAdmin-L list. You will receive important IT notices and will have the ability to communicate with other ITAdmin Reps for support and technical help.

The partnership of all University departments and ITServices is greatly enhanced with the active involvement of the ITAdmin Reps. ITServices is committed to providing information to ITAdmin Reps so they can in turn provide this information and support more effectively to their department. If you have any questions, please contact me at marg.hogan@queensu.ca or 613-533-3286.

Regards,

Marg Hogan
ITServices

New ITAdmin Rep Registration Information

Name: _____

Department: _____

Netid: _____

Email: _____

Phone Number: _____

Staff Member: ___ Full time: ___ Part Time: ___

Faculty Member: ___

Department Head Authorization

_____ has been appointed as an ITAdmin Representative for the
_____ Department, effective _____, _____.

Day/Month Year

He/She is (please choose one)

1. Replacing an ITAdmin Rep in the department
(Please provide previous rep's name) _____
2. A new ITAdmin Rep for the department _____
3. An additional ITAdmin Rep for the department _____

Department Head (please print)

Department Head signature

Date

By signing this form, the Department Head (or designate) acknowledges that the individual listed above is authorized to act on behalf of the department and will have access to confidential account code and email account information belonging to the department members.

It is the Department Head or delegate's responsibility to advise ITServices in writing if an ITAdmin Rep listed above leaves your department or is replaced by another individual.

Scan the completed form and send to: marg.hogan@queensu.ca .