

# uNID Tools Delegated Admin Role Creation/Modification Request

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*This form is used to create (or modify) an OIT Delegated Admin Role. Users who have been granted access any given role, will be able to manage OIT account information using the uNID account tools. (<http://unid.utah.edu>)*

Role Name: \_\_\_\_\_

Create New Role       Modify Current Role       Delete Role

**Examples of Current roles:**

Campus Help Desk  
CHPC Admin  
Fine Arts Admin

Eccles Health Sciences  
Library  
Athletics

Student Affairs  
CSBS Admin  
Printing Service Admin

## **IDENTIFY RESOURCES & USERS THAT WILL BE MANAGED BY THIS ROLE**

**Departmental OrgID** *If you list an OrgID, all users that are associated with the given OrgID can be managed by users of this role*

<i>Department Name</i>	<i>OrgID</i>	<b>(Circle one)</b>	
<u>OIT</u>	<u>OrgID 00954</u>	ADD	DELETE
_____	_____	ADD	DELETE
_____	_____	ADD	DELETE
_____	_____	ADD	DELETE

**Individual Users** *This is a list of specific users that do not fall under the OrgID*

<i>User Name</i>	<i>uNID</i>	<b>(Circle one)</b>	
<u>Name: John Doe</u>	<u>uNID: u0123456</u>	ADD	DELETE
_____	_____	ADD	DELETE
_____	_____	ADD	DELETE
_____	_____	ADD	DELETE

**E-mail domains administered by this role** *Users of this role will be able to create email aliases in the listed domain(s), for users listed above (individually or by OrgID).*

	<b>(Circle one)</b>	
<u>@department.utah.edu</u>	ADD	DELETE
_____	ADD	DELETE
_____	ADD	DELETE
_____	ADD	DELETE
_____	ADD	DELETE

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Role Name: \_\_\_\_\_

## **LIST HOW ACCOUNT INFORMATION CAN BE ACCESSED BY THIS ROLE**

Display Name	<input type="checkbox"/> Change	<input type="checkbox"/> Read-only
E-mail Quota(s)	<input type="checkbox"/> Change	<input type="checkbox"/> Read-only
Set E-mail aliases	<input type="checkbox"/> Change	<input type="checkbox"/> Read-only
Set E-mail forwarding	<input type="checkbox"/> Change	<input type="checkbox"/> Read-only

### **Authorization Information:**

Department Name \_\_\_\_\_ *Date:* \_\_\_\_\_

\_\_\_\_\_  
Signature of Department Head (Director, Dean, VP)

\_\_\_\_\_  
Printed Name of Department Head (Director, Dean, VP)

### **Prepared by:**

Name: \_\_\_\_\_ phone: \_\_\_\_\_ email: \_\_\_\_\_

**MAIL TO:  
ATTENTION UMAIL TEAM  
585 Komas  
SLC, UT 84108**

**FAX TO:  
ATTENTION UMAIL TEAM  
801-585-3704**