

# E-mail Alias Request

This is a request for Information Services to amend my current Outlook Live e-mail account to include an e-mail alias. I also understand that each e-mail alias **must** be chosen professionally and must be based on your last name as indicated in the MCTC Banner System. Aliases will only be granted on a name change basis and as approved by Information Services as outlined in POLICY NUMBER. This alias will not change my current MCTCNet Username or E-mail Login (Windows Live) ID.

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

MCTC ID: **942**-\_\_\_\_\_ E-mail Address: \_\_\_\_\_@mctc.edu

Reason For Request:

Legal Name Change  Other Specify: \_\_\_\_\_

E-mail Alias Requests in order of preference:

All requests must include your last name (ie, ann.expert@mctc.edu)

1. \_\_\_\_\_@mctc.edu

2. \_\_\_\_\_@mctc.edu

3. \_\_\_\_\_@mctc.edu

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Information Services Only:-----

Request Taken By: \_\_\_\_\_ Ticket Number: \_\_\_\_\_

Proxy Address: \_\_\_\_\_ Entered By: \_\_\_\_\_

Notified (Date/Time): \_\_\_\_\_