Umontana Address Change Request Form

To request a change in your official University of Montana e-mail address, please fill out this form and submit it to IT Central in Social Science 120. You must present a valid UM Griz Card when submitting your form.

The Umontana address change process takes one business day to complete. After one business day, check CyberBear (Personal section) to verify that your Umontana address has been updated.

NOTE: Legal name changes or spelling corrections must go through the Registrar’s Office for students and Human Resources for employees. Updating your legal name will change your Umontana alias; this is also a one day process.

Step 1. Applicant Information—Please Print Clearly

Last Name: _______________________________ First Name: _______________________________

University ID: _______________ Campus Phone: _______________________________

Current OFFICIAL UM E-mail Address: _______________________________ @umontana.edu

Step 2. Reason for Request: E-mail address changes may be made under certain circumstances, most of which are listed here. The new address request must be closely related to the legal name.

☐ I have an employee and student address. I prefer to switch which address includes the numeric digit.

☐ I prefer to eliminate the numeric digit. (This option may not be possible if the requested alias is in use.)

☐ I prefer to insert a hyphen or an underscore for ease of reading: _______________________________

☐ I prefer a shortened version of my first or last name: _______________________________

☐ OTHER: [Dean of Students approval required for all OTHER student change requests.]

________________________________________
Dean of Students Signature Date

Step 3. Signature

Your signature indicates that you have read and agree to abide by all of The University of Montana acceptable use policies located on http://www.bor.montana.edu/borpol/bor1300/bor1300.asp

Requester: _______________________________ Date: _______________

PLEASE NOTE: YOU MUST BRING THIS FORM TO IT CENTRAL IN SOCIAL SCIENCE 120 WITH A VALID UNIVERSITY ID IN ORDER FOR YOUR REQUEST TO BE PROCESSED. THANK YOU.

For IT Use Only:

Delivered by: _______________________________ Printed Name / UM ID

(if not requestor)

Photo ID/ Signature Checked By: _______________________________ Date: _______________

Printed Name/Signature

Requested Action Completed By: _______________________________ Date: _______________

Printed Name/Signature

The new official e-mail address is: _______________________________ @umontana.edu

User Notified By: _______________________________ Date: _______________

☐ Verbal ☐ Written

Printed Name/Signature