



**E-Mail Account Retention Request
for Retirees Form**

Information Technology Division

After this form is processed the requestor will have continued access to MTSU e-mail. Access to MTSU network resources as well as membership in MTSU computer security groups and MTSU Exchange E-Mail distribution groups must be removed. Complete this application and route it to the MTSU Information Technology Dept., Cope Room 003. Retiree MTSU E-mail accounts will expire yearly on the anniversary date of processing, but may be renewed annually by contacting the MTSU IT Help Desk (another form is not required at that time).

Please Print:

Requestor Name _____ M# _____
Last First M.I.

Requestor Full Phone Number _____ Requestor Physical Mailing Address _____

Signature of Requestor _____ Date of Request _____

Retirement Effective Date _____

For Information Technology Division Use Only

Information Technology Division Technician _____ Processing Date: _____