UNIVERSITY of **HOUSTON**
YOU ARE THE PRIDE

UNIVERSITY INFORMATION TECHNOLOGY

Change in Primary Assigned UIT Resources Application

Purpose: This application is to be used by UH Faculty, Staff and Students who require a change in his/her Primary UIT resources (UserID and/or UH E-mail Alias). All University of Houston's customers receive a primary UserID and UH E-mail Alias (@uh.edu address) for the purpose of supporting instructional, research, administrative and University business related activities. The standard naming convention for the UserID and UH E-mail Alias are used to automatically create these resources.

Form Updated: March 8, 2023.

UH Employee Information

MyUH ID [ ]   First Name [ ]   Last Name [ ]

E-mail [ ]   Phone [ ]

Current UserID: [ ]   Current UH E-mail Alias (@uh.edu): [ ]

Option A

☐ I wish to change my primary assigned UIT resources because my last name has changed. You must have completed

the update of your name change within the PeopleSoft system. Please check all resources that applies:

☐ Get New UserID   ☐ Get New UH E-mail Alias (@uh.edu)

OR   Option B

☐ I wish to change my primary assigned UIT resources due to other reasons. Please check all resources that applies:

☐ UserID you want to change to: [ ]

☐ UH E-mail Alias (@uh.edu) you want to change to: [ ]

Please state your reasons for this change request:

[ ]

Signature [ ]   Date [ ]

This section is for office use only. Please fax form to UIT Support Center at 713-743-1410.

Option A and B Approval

Dir, Customer Services MyUH ID #
[ ]

Dir, Customer Services Full Name
[ ]

Dir, Customer Services Signature [ ]   Date [ ]

Option B Approval

Manager, UIT Security MyUH ID #
[ ]

Manager, UIT Security Full Name
[ ]

Manager, UIT Security Signature [ ]   Date [ ]

For questions about this process or form, please contact support@uh.edu or chat with us at http://www.uh.edu/livechat. Please fax the completed form to 713-743-1410 or e-mail to rename-request@uh.edu.

Please see our UIT policies concerning computer use:

http://www.uh.edu/af/universityservices/policies/sam/7InfoServices.htm

http://www.uh.edu/af/universityservices/policies/mapp/10mappit.htm