



Important: FAS authorized department or group accounts are to be used for Harvard academic or administrative work only, and are subject to applicable University policy. Accounts expire after one year or as specified below. The account authorizer will receive an email prior to the scheduled expiration date to confirm whether an account is to be renewed. **Fields marked with * are required.**

This form is only to be used when requesting authorized department/group accounts. If you are requesting an authorized identity for an individual, please submit one of the following forms:

Within the FAS: <http://iam.harvard.edu/files/iam/files/fas-authorized-identity-request-form.pdf>

Outside the FAS: <http://iam.harvard.edu/files/iam/files/authorized-identity-request-form.pdf>

Questions about this form? Email accounts@fas.harvard.edu with the subject "FAS Authorized Department/Group Accounts Form."

Departmental/Group Account Information

Are you requesting a new account or a renewal of an existing account? * New authorized account Renew existing

If this account should expire on an earlier date than the default of one year after issue, specify: / /

Which FAS resources will this account need? Please check all that apply. * FAS Exchange email
FAS computer lab/domain access

Desired account username:

Desired account display name:

Account Authorizer Information

A valid authorizer is any FAS-affiliated staff or faculty member with an active FAS account. For purposes of account authorization, staff and faculty at the Harvard Art Museums, Dumbarton Oaks, and Arnold Arboretum are considered FAS-affiliated.

Authorizer's HUID: *

Authorizer's FAS username: *

Authorizer's phone:

Authorizer's email address: *

Signature of account authorizer

Date

Submitting this form from the authorizer's harvard.edu email account does not require a signature.

To submit, save your completed form and attach it to an email to accounts@fas.harvard.edu with subject "FAS Authorized Department/Group Accounts Form"