Change in Primary Assigned UIT Resources Application

University Information Technology
Division of Administration & Finance

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 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: April 4, 2023

UH Employee/Student/Graduate Information

I am a ☐ Current Employee ☐ Currently enrolled student ☐ Graduate of University of Houston

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:

[_____]

Option C

☐ I am a graduate of University of Houston and I would like to activate my UH Alias

Signature [_____] Date [_____]

For office use only. Please fax form to UIT Support Center at 713-743-1410 or e-mail to rename-request@uh.edu.

Option A and C Approval

Dir, Customer Svcs MyUH ID #	Dir, Customer Services Full Name	Dir, Customer Services Signature	Date

Option B Approval

Mgr, UIT Security MyUH ID #	Mgr, UIT Security Full Name	Mgr, UIT Security Signature	Date

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