GAIL/BBIS Email Services Request Form

Please use this form to request a GAIL/BBIS Email Services account. As an employee at the University of Georgia, I am aware that the information I will have access to in the GAIL database is to be treated in a confidential and professional manner. You must have already attended GAIL Update training at the time of requesting access to GAIL/BBIS Email Services. By signing this statement, I agree to abide by the following guidelines. Failure to follow these guidelines could result in the revocation of my User ID, access privileges, and other sanctions which may be appropriate.

- Access will only be used for the support of internal departmental functions.

- Adequate physical security procedures will be implemented to guarantee that at no time will unauthorized persons have access to the information. I understand that GAIL is an Internet-based service which should not be left accessible unless it is actively being used.

- You are responsible for making sure that you send emails only to appropriate individuals and exclude those who are on record as wishing to not receive a specific type of e-mail communication (i.e. solicit codes).

- Access codes, passwords, sign-on procedures, etc. will <u>not be divulged</u> to any other party, and their secrecy will be closely guarded.

. . . .

Type/Print Name: _____   Today's Date: _____

Signature: _____   Phone #: _____

Position Title: _____   UGA MyID: _____

School/College/Department: _____   Email Address: _____

Replacing a previous employee? If so, who: _____

Type/Print Name of Supervisor: _____   Signature: _____

Please return by campus mail to Advancement Services or scan (low res) and e-mail to askit@uga.edu