

FACULTY ACCOUNT SERVICES

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| PLEASE |
| PRINT CLEARLY |
| OR TYPE |
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(To be used by faculty who will be away for extended periods and wish any of the following services.)

Name _____ Telephone _____

Userid _____ College _____

Department _____

Effective (date) _____.

I will return to CUNY on (date) _____.

Check one or both:

For security reasons, please invalidate the above account and userid(s) during my leave/vacation.

Please handle my incoming electronic mail files as follows (check one):

() Transfer my incoming electronic mail files until my return to (userid) _____ @(node) _____ .

() Hold my mail for me until my return. (To receive your mail, contact CUNY Help Desk upon your return.)

Signature _____ Date _____

Liaison signature _____ Date _____

Note:

* Non-mail files will not be serviced.

* Subscriptions to electronic mailing lists should be dropped during your absence.