

# Change in Primary Assigned UIT Resources Application

UNIVERSITY INFORMATION TECHNOLOGY

**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: August 7, 2017

## 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 completed form to UIT Support Center at 713-743-1410 or e-mail to [sponsorship@uh.edu](mailto:sponsorship@uh.edu).**

#### Option A and C Approval

Dir, Customer Svcs MyUH ID #	Dir, Customer Services Full Name	Dir, Customer Services Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### Option B Approval

Mgr, UIT Security MyUH ID #	Mgr, UIT Security Full Name	Mgr, UIT Security Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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>