



## List Administrator Change Request

T) 919-962-HELP F) 919-843-5294

Please note that any current List Administrator can modify his or her List Membership at <http://listserv.unc.edu/>. Please see <http://help.unc.edu/?id=857> for instructions on how to add a List Administrator. There can be multiple Administrators of any list.

**\*\*OFFICE USE ONLY\*\***

Remedy #: \_\_\_\_\_

To be filled out by New List Administrator/Owner:

List E-mail Address: \_\_\_\_\_ @listserv.unc.edu \_\_\_\_\_

Your Full Name: \_\_\_\_\_

Your Onyen E-mail address: \_\_\_\_\_ @email.unc.edu \_\_\_\_\_

UNC PID: \_\_\_\_\_

Phone Number: \_(        ) \_\_\_\_\_

Additional Comments: \_\_\_\_\_  
(Reason for request, previous owners, etc.)

To be filled out by Department/Organization Head:

**\*REQUIRED\***

To: ITS Listmaster Staff

Our Department or Organization requests that the ownership of the aforementioned list be given to the above person. We recognize that the department is responsible for compliance with all applicable [policies](#) concerning the use of this e-mail list. We also understand that use by a non-affiliated person is limited to University work, as specified by our department.

Department / Organization: \_\_\_\_\_

Department Head Name (printed): \_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Phone: \_\_\_\_\_

Upon completion, bring the form to the ITS Response Center in the R.B. House Undergraduate Library (lower level). Your completed form will be processed within 1 business day and your list admin password will be e-mailed to you. If you have questions please call us at (919) 962-HELP or e-mail [listmaster@unc.edu](mailto:listmaster@unc.edu).