



UCF Exchange Access Request Form (Enterprise Email & Unified Messaging)

University of Central Florida entities can complete the following form and fax it to 407-882-9021 to request access to an employee's UCF Exchange account email and/or Unified Messaging voice mails. This form is for business purposes only, any access requests for legal or administrative reasons should go to infosec@ucf.edu.

Note: For voice mail access requests to a former employee's account, please provide the Pinnacle ticket number where the employee's UM voice mail was removed from their phone.

Please allow for a minimum of two business days for the form to be processed and, if approved, the access to be set up.

Account Access Details:			
Access Requested: <input type="radio"/> Full Email Access <input type="radio"/> Voice Mail Only		Only Required For Voice Mail Access Requests	
		Pinnacle Ticket #	Phone Extension
Employee Name			
Exchange User ID (NID):	Employee EMPLID:	Start Date for Access to Account:	
Department:		Employee Status: <input type="radio"/> Active <input type="radio"/> Former	
Business Reason For Request:			

Requester's Information:		
Signature:	Date	NID:
Print Name	Title	EMPLID:
Email Address	Phone Number	

Authorized Departmental Approval (Dean, Director, Department Chair authorization required):		
Signature:	Date	
Print Name	Title	EMPLID:
Email Address	Phone Number	