

## Honored Staff E-mail Address Request

### Honored Staff Information

Honored Staff Name: \_\_\_\_\_

Vandal Number: \_\_\_\_\_

#### Retiree Account Information:

Retiree accounts are provided to honored staff (FSH 3730) as outlined in the Faculty Staff Handbook. ITS will create the honored staff accounts with @gold.uidaho.edu suffixes to provide a distinctive address. These accounts will be provided to the retiree coincident with retirement. ITS needs this form acknowledged by Benefit Services to begin the process. Benefit Services will return the form to **you** as a pdf. Upon receipt **you will work with your ITS Technology Partner** on the transition to your gold account. Please remember current @uidaho.edu accounts will be closed after retirement.

#### Email address considerations:

*When a @gold.uidaho.edu email address is requested, you have the option of selecting a new address prefix. The new address must meet ITS naming convention of; first initial & last name, first name & last initial, or first name & last name. ITS will contact you if the name is not available.*

Requested E-mail Address: \_\_\_\_\_

\_\_\_\_\_  
*Retiree Signature*

\_\_\_\_\_  
*Date*

### Benefit Services Approval

☐ Retiree meets the requirements for Honored Staff status.

Comments:

\_\_\_\_\_  
*Acknowledged By Benefit Services:*

\_\_\_\_\_  
*Date*