

Pacific Lutheran University User Support

Club/Organization Google Group Account Request & Renewal Form

In order to process your request for a new Club or Organization Google Group account or renewal of an existing account, please provide the following information. Since this form requires signatures, you may send it to us by fax (536-5099) or through campus mail. **Important: Plan ahead! Processing these accounts takes longer than individual accounts.** Accounts will be processed on the Friday after this form is received. You will be notified when your username/password account is ready to be picked up. **NOTE: All Student-Run Organization Account passwords expire yearly.**

New Account: Password Renewal: Forgotten Password:

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|--|--|
| Today's Date | |
| Person Requesting the Account | |
| Individual Picking up the Account | |
| ID # of Person Picking up Account | |
| Phone Number of Person Picking up Account | |
| Department <small>(i.e. Office of Student Engagement – Clubs and Orgs.)</small> | |
| Club Name (if applicable) | |
| Contact Person #1 | |
| Contact Person #2 | |
| Preferred Account Username (8 characters or less) | |
| Required: Club Advisor or Dept. Head (PLEASE PRINT) | |
| Required: Club Advisor or Department Head Signature | |

USER SUPPORT OFFICE USE ONLY:

Staff Initials _____
Date Completed _____