



DEPARTMENT OF HUMAN RESOURCES

E-mail Acknowledgement Form

Please complete the information below so that Human Resources can set you up with an FAU E-mail account. Your account should be set up within your first week of employment once your employment documents are processed into the data system. Instructions for accessing your account can be found on "E-mail/System Access Instruction Sheet" included in your sign in documents.

Your E-mail address is very important to you because you will be receiving your electronic pay stub through an e-mail notification from the Payroll Office. These notifications are sent to you prior to each bi-weekly pay day.

If you have had a prior relationship with FAU as either a student or as an employee, you may already have an e-mail address set up. If that is the case, Human Resources will contact OIT Computer Help Desk at 1-561-297-3999 to have your previous e-mail address activated.

PLEASE PRINT CLEARLY

Name: _____
(Last) (First) (Middle Initial)

Please check one: ☐ OPS ☐ SP ☐ AMP ☐ Adjunct ☐ Faculty

Hiring Department: _____

Have you ever had an FAU e-mail account? ☐ No ☐ Yes
If yes, please provide e-mail address: _____
@fau.edu

PLEASE READ AND SIGN

I agree to abide by all Florida Atlantic University Office of Information Technology (OIT) Acceptable Use Policies (AUP). (The OIT AUP's can be found at:
<http://www.fau.edu/oit/about/files/techpolicies.pdf>)

Employee Signature: _____