

Middlebury Institute of International Studies at Monterey

Request for a Courtesy Account

There are opportunities when the Middlebury Institute of International Studies at Monterey develops a non-employment relationship with someone in which privileges to an account within our email system along with access to the campus library and other electronic resources is requested.

Please follow the steps below to assist in this request.

1. Complete the form (done by requesting department representative) after gathering the information from the intended recipient of the account.
2. Forward completed form to Human Resources. A determination will be made if further senior administrator approval is needed.

Please note: The process involves a download from our system to create the email account. Possible lag time involved could be two days once the Human Resource Office receives the approved paperwork.

Department representative making request	
Personal Information	
First name	
Preferred first name	
Middle name	
Last name	
Personal email address	
Gender	
Citizenship	
Date of Birth – MM/DD/YYYY (REQUIRED to prevent duplicate record)	
Social Security # (helpful if known to prevent duplicate record)	
Sponsoring department campus address	
Campus phone	
Date account starts	
Date account stops	
Home Address (local address while in the Monterey area)	
Additional comments regarding the need for the account (relationship to MIIS – visiting fellow, fellows, independent contractor, etc.):	