

Administrative Tools Request Form
 Dynamic Email Lists by School-Program-Semester
 (Request for Individual Employee Access to Administrative Tools Utility)

Telephone: (416) 491-5050, Extension 22129

Fax: (416) 502-9155

Please PRINT

Date of Request: _____

PLEASE NOTE:

Please be advised that the Administrative Tools Utility is available for Chairs, Deans, Coordinators & Student Advisors ONLY.

To create individual class list, faculty members should use the Faculty Tools Utility.

PLEASE PRINT

First Name _____ Last Name _____

Job Title _____

Employee ID - 9 digit number

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Role: Dean Chair Coordinator Student Advisor

School Code(s)
 (e.g. 03)

Authorization: (an Administrator's signature is required to complete the School Email List Request)

Administrator's Name _____ PLEASE PRINT _____ EXTENSION _____

Administrator's Signature _____ Required

For ITT Representative Use ONLY

Notified Client by: Spoke/Emailed Supervisor Spoke/Emailed Client

Date Client Notified _____ Initial _____