Mage Administrator Creation and Training Request

Who is the new Mage admin? Please print clearly.

Name: ____________________________________________________________

GT account: __________________________

Departmental admins will receive administrative privileges over specific departments (as defined by OHR). Please name the department(s) or group of departments to be administered by this new admin, and give the GT account of at least one person from each department for which this new admin should receive administrative privileges. (The GT account names just help us to be sure that we're correctly assigning the administered departments to this new admin.)

Department(s): ________________________________________________________

GT Account(s): _________________________________________________________

OIT offers Mage training for admins. Depending on need, this might be in a classroom environment or one-on-one. Alternatively, some departments prefer to have their own existing admins train any new admins. In either case, new admins will immediately receive full access to the training database. Access to the production database will be granted upon completion of training. Who will train the new admin?

Training by: ____________________________________________________________

Write "already trained," or write "OIT" and suggest some training dates, or give the name and GT account of the admin whom you want to train the new admin.

A Mage admin has the ability to create, modify, disable, and delete accounts and email aliases of the people within his administrative sphere, so OIT requires authorization in order to confer such privileges upon the new admin. The authorization must come from someone with organizational authority over all affected users. Since admins sometimes cover more than one organizational department, multiple authorizations may be needed.

Printed name & title of first department head

Signature: __________________________________________ Date: ________________

Printed name & title of second department head (if more than one department is involved)

Signature: __________________________________________ Date: ________________

Attach additional sheets as necessary for authorization, and return to us at:
Interoffice mail code 0185 (Jeff Clough), or Fax number 404-894-9135 (please use a cover sheet with "ATTN: Mage Training"), or magetraining@oit.gatech.edu (preferred, if your fax machine or copier can send email).

[blank form last edited on 2011-04-18]