Student Organization Email Requests for @unl.edu email

Follow the link below to begin your request:

http://is.unl.edu/emailhome/shared-resources-request-form

The above link will direct you to a page that looks like the page above.

Click the red login button to login using your Black Board information.
Log in using your Black Board account information.
Fill in the following fields:

Requester Name

Requestor Email

Click Auxiliary Account (aka Org Accounts) as this is the type of account a Registered Student Organization can apply for.

Display Name for requested email account (this will be the official name of your student organization)

Preferred email address: xxx@unl.edu (This will be the email account you want to activate for example, UNL Smile may want to request the email: UNLSmile@unl.edu)

Preferred date for activation (This field is required, but requests may not be able to be filled in the time frame requested. Emails will be created as soon as possible.)

All other fields can be left BLANK as these are not required to request an email.

Click Submit at the bottom of the form.
A confirmation email will be sent to your email box stating the reception of your request.

Once your email is created, you will receive an email stating that your account is active.