ROF - 17

Leading University, Sylhet

Ragib Nagar, Kamal Bazar, Sylhet -3112

E-Mail Account Opening Form

Completed form should be returned to: IT Section (Server Room -305)

Part A: To be filled up by the USER			
Title	☐ Dr. ☐ Mr. ☐ Ms. ☐ Mrs.	☐ Faculty ☐ Officer ☐ Other	
First Name		Last Name	
Department/Office		Designation	
Requested Email Address (Example: xyz_cse@lus.ac.bd)			
Contact No.		User's Existing Email	
I, the undersigned, agree that I will maintain the privacy of my user ID and password and that I will not enable another person to access information using my account.			
User Signature		Date	
It is recommended to change the given password after your first login			

Part B: To be filled up by Office of the Registrar	
Please give the above user an email ID/access to our lus.ac.bd mail server	
Signature and Name	Stamp and Date

Part C: To be completed by IT-Section			
Email ID (Example: firstname_dept/office@lus.ac.bd)			
User Name		**Password**	
Done by:			
Signature		Date	