

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	<input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.		<input type="checkbox"/> Faculty <input type="checkbox"/> Officer <input type="checkbox"/> 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	