

Requesting an Organizational Email Account

To request an organizational email account, create a request through Auxiliary Services IT Service Desk and provide the following information:

1. Purpose of the Organizational Email Account
2. Requested Short Name for the Email Account (Example: auxtest@usc.edu) ****Length must be 8 characters or less.**
3. Requested Display Name for the Email Account (Example: USC Auxiliary Services IT Test)
4. Requested Alternate Name for the Email Account (Example: Auxiliary.Test@usc.edu)
5. Owner of the Email Account (Org accounts need to have an owner associated with it)

*Keep in mind, the account creation process can take up to 1 business week to complete.