IMSA Account Request/Re-instatement

Please complete this form to request an IMSA system account or re-instate an expired account. Complete this form and return it to Information Technology Services IT HelpDesk (helpdesk@imsa.edu). In addition to this form you must also complete and sign the IMSA IT Policy and Honor Code Acceptance form.

If you have questions concerning the completion of this form you can contact the IT HelpDesk via email helpdesk@imsa.edu or via phone 630-907-5995.

Contact Information

Last Name	First Name	Home/CellPhone	Work Phone	Personal Email Address

Relation to IMSA

Check Proper Relationship	Relationship	Additional Information
	Student	Class of:
	Alumni – Class of:	Original Username:
	Parent	Current Student('s) Name:
	Board Member	
	Other	State reason for request:

IMSA Usernames

IMSA Usernames are made up of the person's first initial of their first name and their entire last name. The username maybe followed by a number, if the individual has a common first/last name combination and it is already assigned to another person. Requests for special usernames, or usernames that do not match the standard described can be made to the IT HelpDesk via the contact options above. These requests will be reviewed on a case by case basis.

SIGNATURE AND DATE *(ITS WILL NOT PROCESS UNSIGNED FORMS)*

Signature	Date