



Policy 01:007 – Alternate Email Address

1. Purpose

This policy establishes a means by which individuals with a University of Montevallo (“University”) may request to have their University-assigned Email account modified so that the new address is (a) more personalized by reflecting a legal, preferred, or professional name (as recorded in Banner) or (b) improves reader clarity over an automatically-assigned University Email address.

2. Scope

This policy applies to all University faculty, staff, students, official University affiliates, or any other individual, group, or office currently issued an official University Email account (“User” or “Users”).

3. Policy Statement

This policy establishes the requirements, guidelines, restrictions, and process for requesting and using an Email alias (i.e., alternate University Email address).

3.1. Process

Users may request an Email alias by submitting the appropriate request form and following the procedures located on the [Information Services and Technology \(IS&T\) website](#).

Aliases are available on a first-come, first-served basis and may not be assigned or transferred to another individual.

The University has the right to reclaim or cancel an alias at any time.

3.2. False Identity

Users must not employ a false or misleading identifier or impersonate others through the use of an alias. Users may not use an alias to misrepresent an identity or a University function, title, or affiliation.

3.3. Login Credentials

An approved Email alias does not change University usernames or logins, which will remain the initially assigned account and be required when logging in to University systems. An alias is only used for sending and receiving Emails.

4. Definitions

Email: A communication method that uses electronic devices to deliver and receive messages across computer networks. Email refers to both the delivery system and individual messages, including attached files, that are sent or received.

Email Address: A unique identifier for an Email account, used to both send and receive Email messages over the Internet. An Email address is comprised of two main parts, a username and a domain name (e.g., username@domainname.edu). Usernames for all University Email users are permanently and automatically assigned based on user information pulled from Banner at the time of account creation.

Email Alias: An additional Email address configured as a forward-facing Email suitable for sharing with others. Emails sent to an alias Email address are forwarded to the official University Email address assigned to the user. An Email alias can be created or changed based on the policy outlined above.

Username: A unique sequence of characters used by a person to access a computer, network, or online service such as Email. A username is typically used as the first part of an Email address (i.e., username@montevallo.edu).

5. Policy Approval, Review, and Administration

Responsible Office(s): Information Services & Technology

Responsible Individual: Chief Information Officer

Effective Date: 11/2023

Last Revision: None