

**Chapter Name**

**4.0 Information Management**

**Chapter Number Title**

**4.8.P.3 Donor Email Accounts**

**1.0 Purpose**

The purpose of this procedure is to outline the steps required to set up and maintain email accounts for donors to the Eastern Michigan University Foundation. This is not offered to all donors, but if a donor requests a my.emich email account and it is approved by the Vice President for Advancement Services, the following procedure will be followed.

**2.0 Governing Policy**

**Number/Document Name**

**Effective Date**

4.8 EMU System Accounts

September 30, 2008

**3.0 Procedure**

Donor requests a my.emich email account.

Vice President for Advancement Services approves the request

EMU Foundation's Divisional Technology Specialist sends an email to [it.helpdesk@emich.edu](mailto:it.helpdesk@emich.edu) with the following information:

- a. Name and EID of the donor

Division of Information Technology (DoIT) Help Desk sets up the email address according to **Attachment A, Policy 4.8 EMU Systems Accounts** and sends password and email address, by secure means, to EMU Foundation's Divisional Technology Specialist.

**4.0 Responsibility for Implementation**

Vice President for Advancement Services, EMU Foundation's Divisional Technology Specialist, and DoIT Help Desk personnel are responsible for the implementation of procedure.

**5.0 Definitions**

**Term**

**Definition**

**Donor**

A person who contributes to the EMU Foundation on a regular basis.


<b>6.0 Revision History</b>			
<u>Creator</u>	<u>Description</u>	<u>Submission Date</u>	<u>Approval Date</u>
Cathy Cart	First Draft	9/04/2008	
Dorendorf	Turned over to IT policy Committee	September 16, 2008	
A. Barr	Assigned number, minor housekeeping editing, corrected footnote	September 17, 2008	
Dorendorf	Accepted all tracking	September 26, 2008	
Connie Schaffer, Interim CIO	Reviewed and approved	September 26, 2008	September 30, 2008 Effective September 30, 2008.