How to request Google Group (DL)

Visit https://accountrequest.vita.virginia.gov

Under Account Request Selection: select **Google Group (DL)**

- **Complete Section 1**

 Agency: select **DJJ**

Effective Date for Request: provide **Effective Date**

Type of Request: select appropriate option

      Select **NEW** only to create a new shared folder or mailbox

      Select **MODIFY** to grant users access to an existing Shared Folder or Mailbox

      Select **REMOVE** only to request the deletion of a Shared Folder or Mailbox.

Section 1: Request Information	
Agency:	DJJ
Effective Date for Request:	
Requests greater than five (5) business days in advance are unable to be processed. Please submit the request within five (5) business days of the desired effective date.	
Type of Request:	○ New ○ Modify ○ Remove

- **Complete Section 2**

NEW provide the following information

Section 2: Google Group Requirements	
New Google Group Name:	
☐ Archive Messages in Groups Interface	
☐ Viewable in Groups Directory	
☐ Viewable in COV directory	
☐ Externally Mailable	
☐ Message Moderation	
New Google Group Email Address:	

Select all the options that apply.

Select ***Archive Messages in Groups Interface*** to retain all messages within the google group. Only archived messages will be visible through the Google Groups web interface.

Select *Viewable in Groups Directory* and *Viewable in COV Directory* to display the DL in both directories.

Select *Externally Mailable* to send and receive emails from outside the COV domain.

Select *Message Moderation* to have the DL Manager review and approve emails before they are sent to the DL Inbox.

New Google Group Email Address: provide the email address for the new google group (DL)

MODIFY select appropriate option and provide the corresponding information based on selection.

Modifcations Required:
- ☐ Modify Name of Google Group
- ☐ Modify Email Address of Google Group
- ☐ Modify Manager of Google Group
- ☐ Add Users to Google Group
- ☐ Remove Users from Google Group

REMOVE provide the following information

Section 2: Google Group Requirements

Choosing this option will result in the deletion of the Google Group.

Google Group Name: _____

Google Group Email Address: _____

- **Complete Section 3**

This is the information of the person who will be the manager/owner of the Google Group (DL)

Provide the following information

Section 3: Google Group Manager Information

Manager's First Name: _____

Manager's Last Name: _____

Manager's Email Address: _____

Manager's Phone: _____

Manager's Ext: _____

- **Complete Section 4**

Add Single or Multiple Users: select appropriate option and provide user's information

Section 4: Add Users to Google Group

Add Single or Multiple Users: ○ Single ○ Multiple

First Name:

Middle Initial:

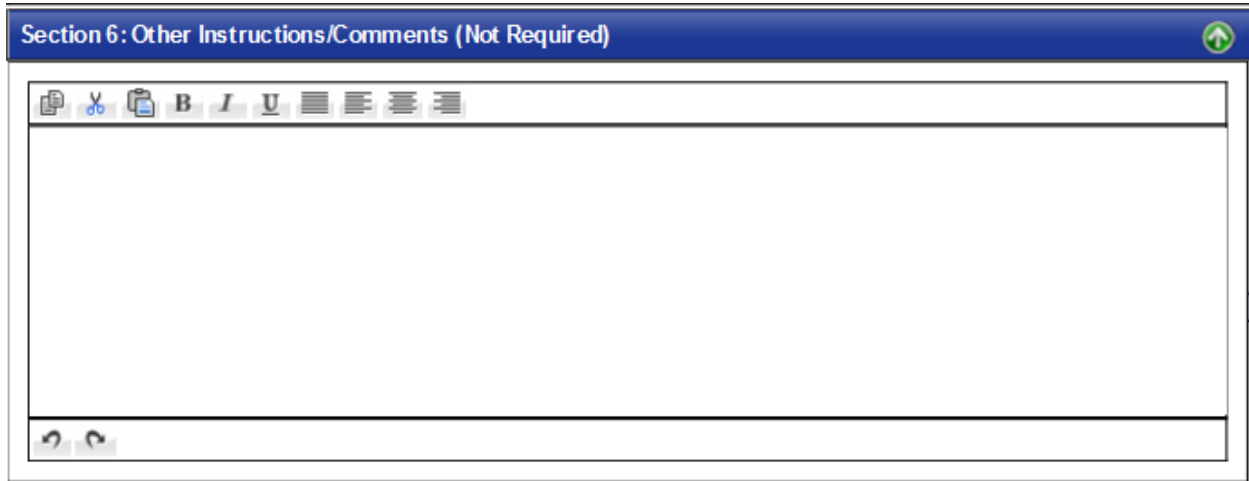Last Name:

Email Address:

Phone:

Ext:

Address:

City:

ST: VA

Zip:

- **Complete Section 5**

Remove Single or Multiple Users: select appropriate option and provide the user's information

Section 5: Remove Users from Google Group

Remove Single or Multiple Users: ○ Single ○ Multiple

First Name:

Middle Initial:

Last Name:

Email Address:

Phone:

Ext:

Address:

City:

ST: VA

Zip:

- **Complete Section 6**

Provide any additional information that can be helpful to setup the new Google Group (DL)

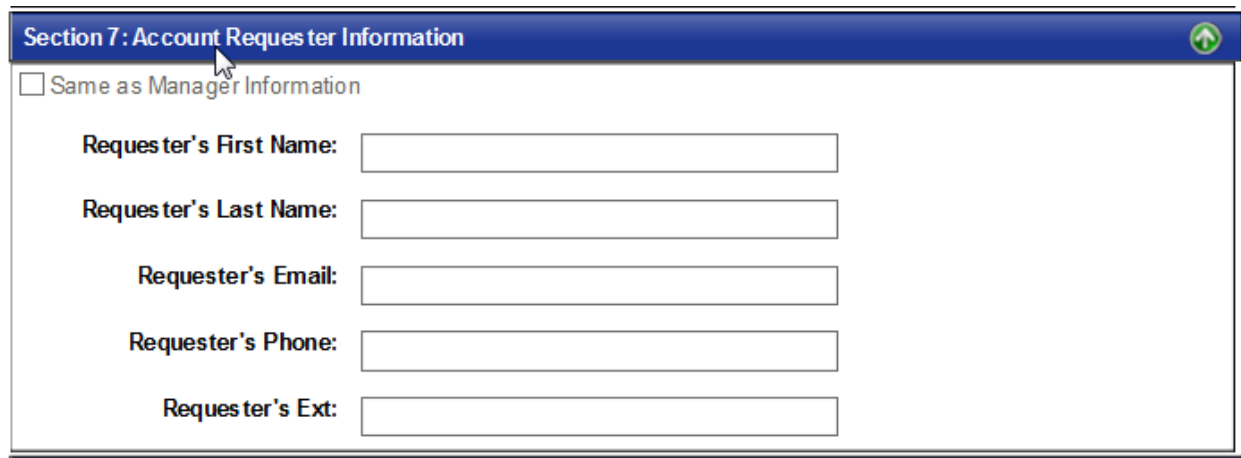**Section 6: Other Instructions/Comments (Not Required)**

- **Complete Section 7**

Provide the following information or if the requester is the same as the Manager check

☐ Same as Manager Information

Section 7: Account Requester Information

☐ Same as Manager Information

Requester's First Name:

Requester's Last Name:

Requester's Email:

Requester's Phone:

Requester's Ext:

- **Complete Section 8**

Under: *Agency Approver's Email 1*: **always use the Account.Facilitator@djj.virginia.gov** DO NOT use any other email address unless the system will not accept this email address.

Section 8: Agency Authorized Account Request Approver Information

Requests cannot be sent directly to the VITA Customer Care Center or to non-agency or VITA/NG partnership email addresses from this website. All provided email addresses must be your agency's ISO, AITR, and/or Designee.

Agency Approver's Email 1:

Agency Approver's Email 2:

Agency Approver's Email 3:

Agency Approver's Email 4:

If the system doesn't accept the Account Facilitator email address, then send the request to the Agency authorized approvers as follows:

Agency Approver's Email 1: Abigail.Russell@djj.virginia.gov
Agency Approver's Email 2: Lourdes.lunsford@djj.virginia.gov
Agency Approver's Email 3: Kevin.Ferlazzo@djj.virginia.gov

ONLY use the individual approver's email address if the Account Facilitator email address cannot be used. You can use all approvers or only one, to ensure quick processing response always uses all approvers.

DONOT use any other email address in this Section

CLICK **Submit >**

If you have any questions please contact Account.Facilitator@djj.virginia.gov

Instructions for requesting **MULTIPLE** users under Section 4

If **MULTIPLE USERS** option is selected provide the information for the first user as well as the Manager's information. Then make sure to click the **ADD USER** (green) button.   The information for the first user will be posted into the open textbox.
Then provide the information for the second user as well as the Manager's information and click ADD USER. The information for the second user will be added into the open textbox.
Continue with this process until all the users have been added.

When done continue to Section 6 instructions above.