

[REVISED] IMS Advisory on @post.upm.edu.ph Accounts

As of 1 June 2022

Per CCDP Memo No. 2022-171: **Guide to Google Storage Clean up, Backup and UPM Storage Alternatives** (<https://www.upm.edu.ph/node/3805>), UP Manila faculty, staff, and units/offices are eligible for Google services under the Google Workspace for Education Fundamentals subscription of UP Manila. These services are under the [@post.upm.edu.ph](mailto:post.upm.edu.ph) domain.

Please note that per policy, [@post.upm.edu.ph](mailto:post.upm.edu.ph) accounts shall only be used as alternatives to [@up.edu.ph](mailto:up.edu.ph) accounts, only for official purposes. We can only accommodate requesting faculty and staff with active UP email accounts.

A. Instructions for Faculty and Staff:

1. Using your [@up.edu.ph](mailto:up.edu.ph) email address, send an email to upm-ims-email-service-list@up.edu.ph with the following details:

- Subject: [State your concern such as "Request for [@post.upm.edu.ph](mailto:post.upm.edu.ph) account", "Password reset"]
- CC: UP email addresses of Head of Unit and Administrative Officer
- In the message body, provide the following:
 - first name, middle initial, and last name
 - office, or if faculty, department and college
 - designation
 - names and UP email addresses of your Administrative Officer and Head of Unit

2. We may conduct verification about your details. Two of these may be your DTRS (Daily Time Recording System) logs and certification from your Head of Unit/Administrative Officer.

B. Instructions for Office Email Requests:

(Note: The Office of the Chancellor and offices of the Vice-Chancellors are not covered by these instructions)

1. Determine your storage category: Light Storage (up to 200GB), Medium Storage (up to 500GB), Heavy Storage (up to 700GB).
2. If your preferred category is medium or heavy storage, seek approval from your Office of the Vice Chancellor. A scanned or e-copy of the approved letter of request will serve as proof.
3. The Administrative Officer or Head of Unit shall email upm-ims-email-service-list@up.edu.ph with the following details:

- Subject: [State your concern such as "Request for @post.upm.edu.ph account for office", "Password reset", "Request to reclassify storage"]
- CC: UP email address of Vice-Chancellor or Office of the Vice-Chancellor
- In the message body, provide the following:
 - complete name of office
 - preferred storage category
 - names and UP email addresses the Administrative Officer and Head of Unit
 - names and UP email addresses of persons (a maximum of three) that will manage the office's email account. Indicate which one of these will act as the primary manager.
- Attach the approved letter of request to the Vice-Chancellor regarding your storage category