

# INFORMATION TECHNOLOGY DEPARTMENT USER ACCOUNT REQUEST FORM

Print Name \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Building: \_\_\_\_\_ Room: \_\_\_\_\_ Phone Ext.: \_\_\_\_\_

Type of Employee:

*Faculty*

- Full Time
- Part Time
- Visiting Lecturer

*Staff*

- Full Time
- Contractor- Beginning Date \_\_\_\_\_ Ending Date: \_\_\_\_\_  
(Beginning and ending date must be filled in for acct. to be set up)
- Temp. Agency- Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_  
(Beginning and ending date must be filled in for acct. to be set up)
- Work Study Student ID # \_\_\_\_\_

Type of Request (select all that apply):

Network Access       Email Account

Teams Elite Access (Specify Module and type of access.)

Module	Group	Group	Group	Module Manager Authorization
<input type="checkbox"/> AD	_____	_____	_____	_____
<input type="checkbox"/> AV	_____	_____	_____	_____
<input type="checkbox"/> RE	_____	_____	_____	_____
<input type="checkbox"/> PF	_____	_____	_____	_____
<input type="checkbox"/> BU	_____	_____	_____	_____

1. The account issued in my name is for my use only. Passwords are to be kept confidential. I will NOT allow others access to my account or password.
2. I understand any possible attempts to interrupt the operation of the network through my account will be my responsibility and may result in disciplinary or legal actions against me.
3. I am receiving permission to access applications and to store or transmit files on the network.
4. I agree to access and use the student database system only for legitimate business reasons. Any fraudulent use may result in legal action against me.

I have read and I understand the above agreement and the Information Technology Policy and Acceptable Use Statement (see attached)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To Be Completed by Supervisor/Chair:**

If the employee is replacing someone, list the person's name: \_\_\_\_\_

If the employee account should be setup similar to someone, list the person's name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Information Technology Department Use Only:**

Username: \_\_\_\_\_

E-mail name: \_\_\_\_\_

Domain: \_\_\_\_\_

Alias: \_\_\_\_\_

- Window
- Teams Elite
- Help Desk

## COMPUTING ACCEPTABLE USE POLICY

Roxbury Community College students, faculty, staff are authorized to use the computing resources at RCC. Access privileges to each of the RCC systems may be enabled as described in system and IT documentation. Special accounts may also be assigned for various uses.

The use of these systems is governed by the following rules and any violation of these rules may result in disciplinary actions, in accordance with Massachusetts State University Rules and Regulations, as well as, possible legal actions as allowed under Federal, State or Local law.

The permission for use is granted to each user by RCC for lawful, non-commercial use of the computing and communications facilities and services within the college, including its computer systems, associated peripherals and files, network access and microcomputers according to rules that may be posted at the facilities and to the terms described herein.

This permission extends to the use of licensed software according to the regulations set forth by RCC for the use of such software. The use of such software is governed by the terms of licensing agreements between the College and the software licensors, and the user must abide by the terms of those agreements. These software programs are proprietary and may therefore be subject to copyright or patent restrictions as defined in the license agreements. Users must not copy, disclose, transfer, or remove any proprietary programs from the media on which this software resides. Users must not use RCC equipment or software to violate the terms of any copyright and/or software license agreement. Information on specific software licenses on all public computer systems can be obtained from the RCC Information Technology Department or other appropriate departments.

Users must not use computer systems, including any of its communications facilities and services, in any way which deliberately diminishes or interferes with the reasonable and private use of any computer system. RCC retains the right to inspect and/or remove, when necessary, as a function of responsible system management, all disk files stored on the university computing facilities.

Users must not allow the use of their assigned computer resources by anyone else. This means passwords are to be kept confidential. The assigned user is the only person authorized to use the resource. The assigned user will be held responsible for any disruptive, destructive or illegal activity originating from their assigned resource and will be subject to disciplinary or legal action.

Upon violation or misuse of the computing facilities at RCC, the College retains the right to deny future computing privileges. In addition any user found in violation may also be subject to further disciplinary action, as well as legal action under Massachusetts General laws, as well as legal action by the owners and licensors of proprietary software for violation of copyright laws and license agreements.

January 9, 2001 Applicants Initials \_\_\_\_\_