

PLEASE RETURN THIS FORM TO: NETWORK SERVICES, CLS-0004

NEIU-Net Account Form

First Name: _____ Middle Initial: _____ Last Name: _____

Cars ID (NEIU ID) #: _____ Department: _____

Office Location: _____ Ext: _____

<u>Status:</u>	<u>Access Desired:</u>	<u>Application Server:</u>	<u>Administrative Systems:</u>	
Faculty	Departmental LAN	Yoda	Registration / Records	Admissions
Staff	Access to network drives (i.e. H drive, P drive, U drive)	Includes: Oracle SPSS SAS	Alumni / Development	Financial Aid
Student	E-Mail Automatically created for new staff.		Requisition / Purchasing	Budget
			General Ledger	

Access to a local (**personal**) printer

Access to a shared (**network**) printer.

Location: _____

In requesting a computer account, I understand that :

1. The Username is not transferable or sharable. Its usage is to be confined to me. **Your password is not to be shared** with any other individuals. It is my responsibility to change it periodically.
2. The computing facilities of Northeastern Illinois University are intended solely for use by authorized faculty, staff and students in connection with instruction, research and public service activities performed on behalf of this University.
3. These facilities shall not be used for financial gain or any profit-making or commercial activities, for any activity that is illegal under federal or state laws (including, but not limited to participation in chain letters or the unauthorized copying of copyrighted and other proprietary materials), for any activity that would violate the integrity of the system, or for any activity that is obscene or defamatory.
4. The university reserves the right to inspect all information on the network in order to ensure compliance with these policies, applicable laws, and regulations of the Board of Trustees of Northeastern Illinois University.
5. Electronic mail privacy is not guaranteed. Nothing should be written in an e-mail message that would not be put in a paper memo.
6. It is my responsibility to manage my storage space on the network.
7. Only software licensed by the University is to be installed on University equipment
8. Violation of any of the above conditions may result in revocation of privileges to use NEIU computer facilities.

Applicant Signature: _____ **Date:** ____ / ____ / ____

Department Head Signature: _____ **Date:** ____ / ____ / ____