ACCOUNT(S) SETUP REQUEST FORM

|  |  |  |  |
| --- | --- | --- | --- |
| ***Check One Box:*** | **New** | **Renewal** | **Change** |
| ***Check One Box:*** | **Student** | **Staff**  **(circle) Perm / PT / Temp** | **Faculty**  **(circle) Perm / Adjunct / Temp** |

*PLEASE NOTE*: ACADEMIC COMPUTING SERVICES MUST RECEIVE THIS DOCUMENT IN ORIGINAL FORM WITH SIGNATURES BEFORE ACCOUNT(S) CAN BE SET UP, RENEWED OR CHANGED.

Last First Middle Initial Previous Occupant of Office

Job Title Location Phone Extension

Faculty ID / Student ID Supervisor / Instructor  *(Please Print)* Department

I HEREBY UNDERSTAND AND AGREE:

• My account(s) access may provide sensitive data and procedures. This privilege will not be abused in any way nor the information shared;

• I will be issued passwords for access. These passwords will not be recorded, written down or revealed to anyone else;

• Information will be utilized only for valid academic purposes consistent with the goals of Rogers State University.

• Student Worker accounts will only be used under the supervision of the supervisor signing this form and only on machine(s) designated by the supervisor signing this form.

**The Oklahoma Legislature has passed a resolution prohibiting the acquisition, storage, and/or distribution of obscene material *via* state-owned computers or computer system(s). Rogers State University supports this resolution.**

**I HAVE READ AND AGREE TO THE ABOVE TERMS.**

***User’s Signature Date***

**SUPERVISOR ONLY**

Access Needed *(Check all that apply)*:

|  |  |  |
| --- | --- | --- |
| RSUFS E-Mail | Voice Mail (office phone required) | Student Domain |
| Additional Needs (note below) | Admin-Purchasing | Admin-Student |

*Additional Needs:*

*PLEASE NOTE*: **All** accounts for Temp/Adjunct Faculty, Student Workers/Workstudy Students will expire at the **end of each semester**. Please provide Computing Services with Renewal documentation if extension is needed.

***Supervisor’s Signature Date***

# ACS STAFF ONLY

# RSUFS: Student: Admin:

*(Please do not write in this space.) 6/10/09*