

Ilisagvik College

User Account Request Form

Please print clearly, complete all information, and sign

Faculty Staff Student Vendor Other _____
 Add Change Remove Remote Access Only

Printed Name (Full Legal Name) _____

Printed Nick Name _____

I prefer my Legal Name I prefer my Nick Name

Department / Company _____

Last Four of your SSN _____ (Your default password will use part of this)

Important Notice

Ilisagvik College is pleased to offer computers and Internet access for staff and student use in business, study, and classroom activities, as well as career development, and self-discovery. The College has the right to place reasonable restrictions on your use of College-provided computers and Internet access. All user accounts are subject to the following account guidelines and conditions.

Account Guidelines and Conditions

- o Offensive, threatening or otherwise explicit/implicit material is not to be accessed or transmitted in any way through Ilisagvik College equipment.
- o The installation, use or storage of games, utilities or programs not specifically designated for college use is strictly prohibited and subject to removal without notification.
- o College/class related data is to be stored on assigned home drive (shown as the "H:" drive by the computer you log onto) or a removable diskette or zip disk that the student provides. Data stored on any computer hard drive is not protected and subject to data loss or removal without notification.
- o Sharing of User ID/Password is prohibited. The account owner is responsible for any unacceptable activity regardless of who used the account. Protect your user ID from use by any user other than yourself.
- o Examination, copying and/or modification of another user's data/account are prohibited. No one other than the account owner is to have access to respective user account.
- o Junk mail, chain mail and large attachments are not to be stored in user email account and inappropriate use of email may result in your loss of e-mail privileges.
- o Hacking or network monitoring utilities are not to be stored, utilized or transmitted on College computer equipment. Violation of this restriction will result in the immediate loss of network and computer privileges.
- o Vandalism, willful destruction and/or inappropriate use of Ilisagvik property will result in loss of network/computer privileges and may result in legal action against the account owner.

Agreement

My signature below certifies that I have read (or have read to me) and understand the IS Account Guidelines and Conditions. I also agree to abide by these guidelines and conditions.

User Acceptance (Sign and Date) _____

Departmental Authorization (Sign & Date) _____

(For students this should be the Registration Office)

***** Please return this completed form to the Information Services Department. *****