

# Oglethorpe Computer Account Request

The form should be completed by the supervisor, department head or account sponsor. Please return the first three pages of this form to the HR department.

## Section I – Information

Name: \_\_\_\_\_  
(First) (MI) (Last)

University ID Number: \_\_\_\_\_

Department/Division: \_\_\_\_\_

Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Section II – Action Requested

Create New Account Start Date: \_\_\_\_\_

Disable Existing Account Disable by: \_\_\_\_\_

Update Existing Account Effective Date: \_\_\_\_\_

## Section III – Account Type (required for account creations)

Account type requested (select one):

- Faculty Employed by Oglethorpe University
- Staff Employed by Oglethorpe University
- Student Worker or Workstudy
- Intern

If the following account types are selected, you must complete info on the right.

- Agency Temp Employee/Visiting Scholar
- Departmental Account \*
- Volunteer\*
- Vendor/Contractor/Consultant/Auditor\*
- Other\* \_\_\_\_\_

Acct Sponsor: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

This account should be limited to (optional):

- Email Only
- Door Access Only
- Remote Login Only

\* Reason for account: \_\_\_\_\_

## Section IIII – Access (required for account creation and updates, optional for accounts being disabled)

A standard account includes an email address, computer login, and an ID card. Please list any additional access below.

Mailbox (email): \_\_\_\_\_

Please indicate what level: 'access only' or 'send as & access'. For accounts being disabled, please list who should inherit email access to the account.

Folder: \_\_\_\_\_

Please indicate what level: 'read only' or 'read & write'. For accounts being disabled, please list who should inherit access to the H drive.

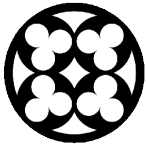
Calendar: \_\_\_\_\_

If requesting calendar access, please indicate what level: 'view only' or 'view & modify'.

Electronic Door Access: \_\_\_\_\_

Distribution List: \_\_\_\_\_

Section IIII is continued on the next page...



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## Section III Continued – Access *(required for account creation and updates)*

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Colleague Access: \_\_\_\_\_

If requesting Colleague access, please include specific screen mnemonics, or the name of a person whose access should be replicated.

Other: \_\_\_\_\_

## Section IV – Authorization

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*All users of Oglethorpe electronic resources are required to abide by the “Statement of Computing Ethics” which can be found on our web site and with this form.*

### Statement of Computing Ethics

All users of Oglethorpe University electronic resources have the responsibility to use information technology in an effective, efficient, ethical and lawful manner. The ethical and legal standards that must be maintained are derived directly from standards of common sense and common decency that apply to the use of any public resource. Violations of any conditions will be considered to be unethical and may possibly be unlawful. In accordance with established University practices, violations may result in disciplinary review which could result in legal action. The following list, though not comprehensive, specifies some responsibilities that accompany computer use, be it on centralized computing hardware or any other Oglethorpe electronic resource.

### General Responsibilities

1. Use of resources must be employed only for the purpose in which they are intended. Oglethorpe University supported computing includes: authorized research, instructional, and administrative activities. Our personnel and computing resources cannot be used for commercial purposes, monetary gain, or unauthorized research.
2. Computer users must not search for, access, or copy directories, programs, files, disks, or data not belonging to them unless they have specific authorization to do so. Programs, subroutines, and data provided on Oglethorpe central computers cannot be downloaded or taken to other computer sites without permission. Programs obtained from commercial sources or other computer installations may not be used unless written authority to use them has been obtained. Oglethorpe equipment or software may not be used to violate the terms of any License Agreement.
3. Individuals should not encroach on others' use of the computer. This includes: using electronic resources for non-academic activities or other trivial applications such that it prevents others from using these resources for their primary intended purpose; sending frivolous or excessive messages, mail, or data either locally or over the networks; using excessive amounts of storage; printing excessive copies of programs, files, or data; or running grossly inefficient programs when efficient ones are available.
4. Individuals must not attempt to damage or modify system facilities, resources, or equipment; nor make any attempt to crash the system. Individuals must not attempt to subvert the restrictions associated with computer accounts, networks, or computer software protections.

I agree to abide by the Oglethorpe University Statement of Computing Ethics.

\_\_\_\_\_

Print Name of Requestor

\_\_\_\_\_

Requestor's Signature

\_\_\_\_\_

Date

I approve this request, the assignment of computing resources, as well as any necessary charges to the above account.

\_\_\_\_\_

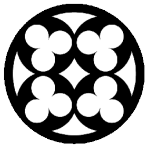
Print Name of Department Head or Supervisor

\_\_\_\_\_

Signature of Department Head of Supervisor

\_\_\_\_\_

Date



# Oglethorpe Computer Account Request

## **Instructions:**

Completely fill out Sections I and IV for expired accounts and Sections I, II, III, and IV for new accounts or account updates. Please refer to instructions below for each section. Please send any questions to helpdesk@Oglethorpe.edu.

## **Section I - Information**

The information requested is for the person who will be using the account. If the account owner does not have his/her own University ID number, leave the ID field blank.

## **Section II – Action Requested**

Check (x) the box for the desired action. Provide any additional information corresponding to the box you choose.

Create New Account - Should be checked for any person who has never had an Oglethorpe University account. The desired start date should be entered and a best effort will be made to complete the account creation process by that date. Accounts generally take twenty four to seventy two hours to complete, depending on complexity.

Disable Existing Account - Should be checked for an Oglethorpe University account that should be disabled completely. A weekday should be specified for date to be disabled, and the account will be disabled by 5pm that day.

Update Existing Account - Should be checked when an employee changes positions, needs additional access or an OU graduate is hired.

## **Section III – Account Type**

Most account types are self explanatory, below is clarification on those that sometimes cause confusion. If the box is checked next to any account type within the designated box, the account must have a full time staff or faculty sponsor. All accounts are granted at the discretion of the University and follow the ITS network eligibility policies.

### Student Worker or Workstudy -

Any employee whose primary role is a student that is enrolled for credit at Oglethorpe University. They must work within an official department of the University and be given responsibilities that require access to employee resources.

### Departmental -

Accounts created for facilitating departmental business. The ultimate responsibility of a department account resides with the department head.

## **Section IIII – Access**

For account creations and updates, this section should specify the access the requestor needs. For accounts being disabled, this section can be used to specify if another employee should be granted access to all or part of the account being disabled. In that case, please list who should be given access next to the appropriate line.

Colleague Access may require additional approval depending on the request.

## **Section IV - Authorization**

Account creations and modifications require a requester's and the supervisor's signature. Account expirations require only the signature of the Department Head, Supervisor, or HR.