



Computer Account Application (Page 1 of 2)

Please type or print. You MUST complete entire form and obtain authorization from your project leader or department head. Submit pages 1 and 2 of this form to Information Technology at the Computer Center or (FAX: 201 216-5476).

Name: _____

(First, Middle, Last name)

Date: _____ Telephone: _____ FAX: _____

Faculty Administrator/Staff Student Other _____

Campus Wide ID # (or Social Security #): _____

Department: _____

Expiration date of account: _____

Please indicate if you require terminal emulation access to Student and/or Financial Systems and if access to these services from off-campus is required:

Student (SIS) *Financial (FRS) Off-campus Access

*Note: If requesting FRS access, also complete FRS form at:

www.stevens.edu/it/forms/pdf/financial_account_application.pdf

Specify if special network file services are required: _____

Special considerations: _____

Department Head (please print): _____

Signature of Department head: _____

Information Technology USE ONLY

Campus Acct. Username _____ Campus Acct. Password _____

Open VMS UIC Group _____ UIC Member _____ Login Device _____

Username _____ Password _____ Identifiers _____

SCT-Plus FRS SIS Operator Number _____ Password _____

Web for Faculty

Windows OU _____ Groups _____

Password _____

Date Opened ___/___/___ By _____ Date Sent ___/___/___



Computer Account Signature (Page 2 of 2)

Information Technology computer accounts are non-shareable and for the exclusive purpose of performing official Stevens business. You should never tell anyone your password or allow anyone to use your account.

Computer privacy and security are important at Stevens and there are a number of security mechanisms to protect Stevens systems. The first line of defense against unauthorized system access is your account password. When your computer account(s) are created, a temporary password will be assigned. The first time you log on you will be prompted to change your password so that it is known only to you.

Do not allow someone else to use your Stevens computer account for any reason. Computer accounts are nontransferable. If you no longer need your account, you must notify Information Technology so that it can be removed. An account may not be given to another user.

The information on the computer and network is the property of Stevens Institute of Technology. You are only allowed to access information on the system as defined by the system administrators. All e-mail to or from Stevens Institute of Technology may be recorded or reviewed. Information and e-mail are subject to archival, monitoring or review by, and/or disclosure to, someone other than the recipient. You should familiarize yourself with the Stevens Acceptable Use Policy at www.stevens.edu/it/about/policy_statements.shtml.

If you have any questions or comments, contact the Information Technology Help Desk at x5500, or www.stevens.edu/helpdesk.

I have read the above, fully understand, and accept the responsibilities of using the Stevens Institute of Technology computer account(s) I am requesting.

Signature of User _____ Date _____