



Memorial University of Newfoundland

Computing

Schedule F-1

Services

Request

Department of Computing and Communications

New ADMIN-SLA Users

Applicant:

Name (Print Last, First) _____

Department _____

Campus Address _____

MUN ID Number _____

Telephone No. _____

(Student or Employee Number required for all applications)

Student Faculty Staff - Job Title _____

What service(s) are being requested via this form?

Domain Account mun.ca Email & Exchange Email Terminal Server * FileMagic File Server

Create home directory: _____ * Additional Authorization may be needed

Please Expire Account on _____ (Date)

or Maintain perpetually (check box)

Authorized SLA Requestor _____ (Please Print)

& Signature _____

Dated _____

Terms

- Exchange Email accounts also need a central email account so that the short (user@mun.ca) email address can be used. . Requests for Exchange email accounts will automatically trigger generation of a central Email account.
- The Initial File/Directory Privileges/Workgroup settings allow the user to be placed into shared resource areas or to share privileges necessary to complete their job function. Please refer to your SLA for details.
- Additional authorization is needed for access to licensed-product services such as FileMagic, Terminal Server, Voyager file server - Please attach appropriate authorizations for these services when submitting this form.

The central computing and communications facilities at Memorial University of Newfoundland are provided for the use of its students, faculty and staff in the non-commercial support of the learning, teaching, research, and administrative functions. All users are responsible for seeing that these computing facilities are used in an effective, efficient, ethical and lawful manner as outlined in the Appropriate Use of Computing Facilities document (see <http://www.mun.ca/cc/policies>), summarized in part below.

1. Accounts are assigned to an individual. The individual is responsible for the proper use of the account, including proper password protection. Accounts cannot be shared.
2. Abusive, fraudulent, harassing messages are not to be sent or stored by users.
3. Loopholes in computer security systems or unauthorized knowledge of a special password should not be used by unauthorized persons, and should be reported immediately to the Department of Computing and Communications.
4. User files will be removed from the system within a reasonable period after the account expires or the user ceases to be affiliated, subject to disposition arrangement of the SLA agreement, if any, covering this account.
5. Users must abide by all provisions of software licenses and copyright law. Copyright infringement is subject to remedial and disciplinary action by Memorial University, and may be subject to civil or criminal action by the copyright holder.

Violation of Policy

Offenses will be dealt with in the same manner as violations of other University policies and may result in disciplinary action in accordance with existing collective agreements, Terms and Conditions of Employment, or the Code of Disciplinary Procedures for Students. In such a review, the full range of disciplinary actions will be available, including loss of computer privileges for a specified period of time, dismissal from the University, and legal action may be considered. Violations of some of the Policy provisions may constitute a criminal offense.

Agreement

Your acceptance and use of this/these account(s) will constitute your agreement to abide by the Appropriate Use Policy (C-5)

For Office Use Only

RETURN COMPLETED FORM BY MAIL OR FAX (737-3514) TO COMPUTING AND COMMUNICATIONS ATTENTION: HELP CENTRE