

NETWORK SERVICES ACCOUNT REQUEST

WASHINGTON STATE UNIVERSITY
 INFORMATION TECHNOLOGY SERVICES
 PULLMAN, WA 99164-1222

See 85.37 for additional instructions.

NAME (last, first, middle initial)		ORGANIZATION/DEPARTMENT	WORK TELEPHONE	MAIL CODE
HOME ADDRESS			HOME TELEPHONE	
WSU ID NO.	BIRTH DATE	DEPARTMENT CONTACT		CONTACT TELEPHONE

Account Type

Faculty
 Grad St.
 Undergrad
 Staff
 Temporary Employee
 Other

Transferring Departments Yes

From	To
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Complete sections below as needed:

System	Add	Change	Terminate	Procedure Number	Requested User ID (Required)
Network ID		See below**		No Procedure Number Required	6-16 CHARACTERS
Exchange for mail				No Procedure Number Required	Same as Network ID
UNIX for web				PROCEDURE NUMBER	6-16 CHARACTERS
Administrative Information Systems (AIS)*		See below**		PROCEDURE NUMBER	3-7 CHARACTERS

* To request access to specific AIS applications (e.g., HEPPS, PAPR), follow the procedures in BPPM 85.33.

The security of network and computer services is partially dependent upon the actions of individual users. Each user is responsible for the following:

- Safeguarding the user ID and password.
- Retaining the Network Services Account Request in a secure location.
- Not sharing the user ID with others. ITS assigns each user ID to an **individual user**.
- Immediately contacting the ITS Phone Desk if the confidentiality of a user ID is compromised.
- Not including any password in automated or preprogrammed logon procedures. The user must manually enter the password to gain access to online services.

I understand that the WSU computing facilities are to be used for purposes related to the University missions of education, research, or service only. Willful misuse of the facilities can result in termination of access privileges, disciplinary actions, and/or civil and criminal penalties.

I have read the above statement.

USER'S SIGNATURE	DATE
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Approval by an official who has expenditure authority for the supporting account or sponsoring department.

WSU SPONSOR NAME (print)	WSU SPONSOR SIGNATURE	DATE
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Route the completed and approved form to Information Technology Services Phone and Administrative Accounts, mail code 1222.

**Exception to Policy: User IDs are considered permanent and are changed under certain circumstances only, e.g., name changes, poor initial selection of user ID, personal privacy issues.

Complete if changing Network ID	FROM	TO
Complete if changing AIS ID	FROM	TO

ITS Administrative Use Only

ITSECURITY ADMINISTRATOR		DATE	PROCESSED BY		DATE
NID USER ID ASSIGNED		NID PASSWORD ASSIGNED		UNIX USER ID ASSIGNED	UNIX PASSWORD ASSIGNED
AIS USER ID ASSIGNED	AIS PASSWORD ASSIGNED	AREA	DEPT	UNIT	ADABAS