

NETWORK ACCOUNT REQUEST FORM^{v3.3}

Allow 3 to 4 business days for account to be set up

Billing statement questions should be directed to Terralyn Vandetta or Lisa Ganio at: **Network.Billing@oregonstate.edu**

Today's Date: _____

USER INFORMATION Current e-mail address: _____ ONID Username: _____

Full Name: _____ (clearly printed?) Office (Building/Room #): _____ Phone: _____

Agency (check one): USFS FRESO OSU-College of Forestry Other OSU _____
Visitor: Agency or Dept: _____ Other: _____

OSU Status: Department: _____ Students MUST provide Major Professor/Advisor _____

Circle ONLY one: Tenure Track Prof Fixed-Term Prof Res. Assoc. Fac.Res Assoc. Professional Fac Instructor
Fac Res Asst Classified Visiting Faculty Graduate Student Undergrad Visiting Student

I certify that accounts/passwords requested on this form **will not** be shared under any circumstances. **READ POLICY STATEMENTS ON REVERSE BEFORE YOU SIGN.**

User Signature: _____ (required to process)

Your signature indicates that you understand and agree to the policies on the reverse side of this New Account Application.

NETWORK/E-MAIL ACCOUNTS (Check all requested)

PC E-Mail UNIX USFS Web Devlpmt FTP Space

Workgroups you will be part of: _____

E-MAIL address protocol is 'first.last@oregonstate.edu'. If you use a first name for business or go by a name that is different from what you listed in the *Full Name* line above please specify it here: _____

Type of **UNIX** account (check one): Public Private If private, location of home directory (machine, disk): _____

BILLING INFORMATION *ACCOUNT WILL NOT BE SET UP WITHOUT THIS INFORMATION* See the HINT page at the helpdesk if necessary

Is this a temporary account? NO YES – If yes, close date: _____ Is this a restricted use account*? NO YES

*Limited Helpdesk services & log on hours – see back for log on time restrictions

Authorizing Signature from academic unit/agency _____ (required to process). The person who signs here must also answer the two questions directly below.

Will the Dean of College of Forestry pay the computer fees for this user? YES NO

Is this account in support of instruction? YES NO

If the Dean is not paying the fees, (see questions above) the user needs to supply the following information about the person who will pay the fees before the account can be set up:

Name of Responsible Party _____ Office: _____ Phone: _____
Print Clearly Bldg/Room

Responsible Party's Dept or Agency: _____ Project Name: _____

Responsible Party's Authorizing Signature (Required): _____

(This person is responsible for any charges and will be notified when the account is opened)

For Office Use Only: Account Expiration Date: _____ Restricted Hours: YES NO

Enter the account type in the first blank. Use either: PC, Sun, USFS, Web or FTP

Acct Type: UID: Initial Pwd: Home Dir: Date Opened: Set up by:

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Additional comments: _____

Forestry Network Account Application College of Forestry, Oregon State University, Corvallis, OR 97331

NOTICE: You are applying for computer accounts on computers owned and sponsored by Oregon State University and/or the U.S. Government. Read and understand the information below BEFORE signing the application. **YOUR SIGNATURE IS REQUIRED AND ACKNOWLEDGES THAT YOU ACCEPT THE POLICIES STATED BELOW.**

INSTRUCTIONS for filling out the form on the reverse side

1. READ and understand the **COMPLETE** policies posted at: <http://wwwdata.forestry.oregonstate.edu/helpdesk/policies/>. The policies highlighted below are an overview of the Forestry Network Usage policies. Reference the complete list of policies at the URL stated above.
2. Fill out the application accurately and COMPLETELY, printing clearly. Failure to do so will result in a delay in processing your accounts. False information will result in the refusal of all accounts, and/or the immediate termination of any existing accounts. Incomplete or illegible applications will be returned for completion.
3. Accounts will not be established without a project leader/supervisor's signature.
4. **You must complete the CLOSE ACCOUNT form to terminate your account. Fees will accrue for any open accounts, whether they are used or not.**

USE OF ACCOUNT APPLICATION INFORMATION

1. The information collected on this application is confidential and is not disclosed without proper legal authorization. Forestry Computing uses this information as a means to quickly contact you with regard to any incidents affecting your account. Creation of an e-mail account does require that directory information (name, office location, office phone, grad-faculty-staff status, department) appear in the campus e-mail address book. If you have requested an e-mail account, your signature on the front of this form authorizes this use of your directory information (regardless of Registrar's Office confidentiality choice).

COST OF SERVICES

User account and helpdesk services - \$925/year UNIX Private workstation account - \$4000/year
Machine support - \$500/year UNIX Public workstation account - \$550/year
Restricted use account* - \$375/year - *Log on hours for restricted use account are limited to 7am – 6pm M – F
unless scheduled to work during off-business hours. If different log on hours are required, contact Terralyn Vandetta.

Account fees are prorated on a daily basis

POLICIES—READ the **COMPLETE** policies posted at: <http://wwwdata.forestry.oregonstate.edu/helpdesk/policies/>

1. The Forestry network is intended for teaching, research, and scientific use. We reserve the right to take any actions or precautions necessary to ensure the security and functionality of the Forestry network, the software installed on it, and the information it contains, so that network users are able to do their work.
2. **SHARING ACCOUNTS.** Sharing accounts AND/OR passwords is NOT allowed. No exceptions! If you need to share information and data with others, please visit the Helpdesk (PVY 222, 737-2152) and we will help you set up the proper methods to do this.
3. **ACCEPTABLE USE.** Spamming (*unsolicited, non-work related mail*) and/or use of e-mail system or any computing resources for personal profit are **NOT** permitted. Any violations of the Acceptable Use Policy WILL result in loss of account. View acceptable use policy at: http://wwwdata.forestry.oregonstate.edu/helpdesk/policies/accept_use/
4. **UNDERGRADUATE ACCOUNTS.** We do not provide general computer accounts for undergraduate students. Undergraduates, all OSU employees, and official OSU Associates are eligible for an ONID user account from Information Services (IS). For more information about ONID accounts, visit <http://www.onid.orst.edu/docs/gettingstarted/who.shtml>.
5. **COMPUTER LABS** in RH203, PVY236, PVY240, and PVY252 are available to all users when there are no seminars, workshops or classes being taught in the lab(s). Graduate student computing labs in RH249 (WSE), Pvy103 and Pvy206 (FR), Pvy208 (FE), RH215 and RH207 (FS) are available for grad students in the respective departments on a first come, first serve basis. Complete lab policies at: http://wwwdata.forestry.oregonstate.edu/helpdesk/facilities/lab_policy/
 - We are NOT responsible for data left on local drives. (i.e. the C:\ drive).
 - No food or drink and only portable radios with headphones are allowed.
 - Printer paper is for the printers ONLY.
 - Seminars and workshops will be posted. Plan accordingly.

INACTIVE ACCOUNTS: Any account that is inactive for more than 3 months may be disabled unless prior arrangements have been made to keep the account active. If you know you will be gone for more than three months, it is your responsibility to contact the helpdesk (737-2152), and the person responsible for your network bill (usually the person who authorized your account), so we can make the proper arrangements.