

Helpful Hints for filling out the Network Account Request Form

Signatures

This form requires 2 or 3 signatures to be complete. Without the required signatures, your account will not be created.

For OSU employees and students and OSU-sponsored visitors: There must be a user signature and a signature from the office manager for your academic or administrative unit. In addition, if your academic unit manager decides your computer fees are not being paid by the dean, a signature from the person who will pay your computer fees is required.

For PNW, ODFW and FRESO employees and PNW, ODFW or FRESO sponsored visitors: Your signature (user) and the signature of the person who pays your computer fees are required.

Who will pay your computer fees?

If the Dean of Forestry pays for your fees (i.e., you are 'Dean-supported') the dean will pay your fees and you don't need to supply any more information in the billing section of the form. Your office manager or department head is the person who can determine if you are dean-supported and their signature is required.

If you are not Dean-supported the person who will pay your computer fees is required to sign the form. That person can usually be identified as follows:

Undergraduates - Usually this is the person you are working for; often it's the person who signs your time slip

Graduate students - Usually this is your major professor (pick the one who's paid by a CoF Department if you have co-major professors). In some instances it can be the person in control of the project or research you are doing rather than your major professor

FRA's and Research Associates

Usually this is the PI on the grant that pays your salary - in the case of large projects this may be a co-PI or possibly simply your immediate supervisor

Professorial faculty - You are the responsible party

Staff - Your unit head or director

Visitors - Usually the person who invited you is responsible for paying your fees

Temporary Account Policy

A temporary account is any account on the College of Forestry network that has an expiration date. A sponsor is anyone who requests and pays for the account. Temporary accounts are treated like any other network account while active, they may not be shared, but have all of the accesses and privileges accorded to regular network accounts unless specifically requested. Sponsors of temporary accounts should be aware that the account and all data associated with it will be deleted when the account expires, thus, sponsors should move any data they need to their own network space prior to the expiration date of the account. Sponsors should fill out a close account form when the person holding the temporary account leaves.

Restricted Use Accounts

- Most frequent category of users will be hourly employees but some hourly employees may require a full account to complete their work without the restrictions below.
- Log on hours for restricted use account are limited to 7am – 6pm M–F unless employees are scheduled to work during off-business hours. If different log on hours are required, contact Terralyn Vandetta.
- Helpdesk services are limited to the type of services that Forestry undergraduate students are afforded by Helpdesk, walkup how-to questions, nothing that goes in the Helpdesk problem tracking queue.