

New User Application Form

The Computer Systems Committee of the Department of Mathematics and Computer Science (MCS) has established the following policy on granting new accounts on MCS departmental computer systems:

- MCS Departmental students (include your course number(s) on application)
 - **Lower Division Students** Students in Intermediate Programming (23021) and below will receive accounts restricted to the machine designated for use by the relevant class. Any exceptions must be approved by the Director of Computer Systems. These accounts will be class-specific and will be deleted after each semester. A backup will be made before deletion takes place.
 - **Upper Division Students** Students in classes above Intermediate Programming (23021) will automatically receive accounts on the main machines on the departmental network. As long as the student continues taking classes within the MCS Department, the account can be maintained.
Students with other majors within the Mathematics and Computer Science Department will be given accounts on request.

- Other KSU Students and Faculty

In general, students and faculty outside the department will have access to computer accounts through Computer Services. An account for these people may be provided on the MCS departmental system in the following cases:

- The person has a research or teaching affiliation with the MCS department.
- The person has a need for a service that is only available on the MCS departmental system. In this case, the person requesting the account must accompany the application with a letter from their departmental chairperson on departmental letterhead requesting an account and detailing the facilities or services needed that cannot be provided by Computer Services or any other University department.

- Non-KSU People

In general, accounts will not be provided for people who are not affiliated with KSU. Exceptions to this policy will be considered in the following cases:

- the applicant is working in conjunction with departmental personnel on a research project, or
- the applicant (or their organization) is willing to provide resources to compensate for those used in accessing and using the departmental computer systems.

In particular, the Department does not have the resources to grant accounts to people merely seeking Internet access and e-mail service.

All applicable information must be provided on applications. Incomplete applications will be discarded.

If an account is granted, the username assigned will consist of the first initial and last name (up to a total of eight characters) of the name on the application for students, and the first eight characters of the last name for faculty. The initial password will be the first initial, last initial, and last six digits of the supplied Social Security number. The initials will be lower case.

PLEASE READ OTHER SIDE BEFORE COMPLETING FORM

Please Print Legibly

1. First Name _____ Last Name _____
2. Social Security Number (REQUIRED) _____
3. Address street _____
city, state, zip _____
4. Phone _____ Unlisted? Yes No
5. Department (Check One)
 Math Computer Science Other _____
6. Status (Check One)
 Faculty Graduate Undergrad Visitor From _____ Til _____
 NTT Guest Other _____
7. Purpose of Account (Check One) *(attach explanation)
 Faculty/Staff professional duties Coursework Research* Other*
8. Faculty Sponser/Advisor/Instructor _____

Account Names and Passwords

If an account is granted, the username assigned will consist of the first initial and last name (up to a total of eight characters) of the name on the application for students, and the first eight characters of the last name for faculty. The initial password will be the first initial, last initial, and last six digits of the supplied Social Security number. The initials will be lower case.

Inactive Accounts

Accounts that are not renewed or have been inactive for a period of six months will be deactivated. After an additional six months, these accounts will be physically removed from the system.

I understand that unauthorized use of computer facilities or attempts to access restricted resources may result in sanctions ranging from suspension of computer privileges through expulsion from the University and/or criminal prosecution. I also understand that this account is provided for use for coursework and research.

Signature _____ Date _____

For System Staff use only

Approved By: _____ Date _____

Account Activated By: _____ Username assigned: _____ Date _____