

# Exchange Account Application

**Purpose:** This application is to be used by UH-affiliated faculty or staff members needing personal exchange e-mail resources on the University of Houston computing facilities.

## APPLICANT INFORMATION (Please print or type)

_____	_____	_____	_____
Last Name	First Name	Middle Initial	UserID
_____		_____	
Department		Contact E-mail Address (if applicable)	
_____	_____		
Date of Birth	Phone #		
_____	_____		
*Applicant Signature	Date	<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff

\*I have read and understood the information on the back of this form. I agree to comply with rules as stated therein.

## ACCOUNT REQUEST (Please print or type)

Exchange

_____	_____
Job Title	College / Division
_____	_____
Building	Room #

Reason for request: \_\_\_\_\_

Please return this form to Room 116 in Philip Guthrie Hoffman Hall (PGH) or fax to 713-743-1410. Allow 2 business days for processing. If you have a valid e-mail address, you will be sent information about the account assigned to you; otherwise the information will be conveyed via the provided phone number. For questions regarding your account application or for any consulting needs, contact the Information Technology Support Center at 713-743-1411 or support@uh.edu.

November 4, 2005

# Security Guidelines for Users

## Adapted from Computing Facilities User Guidelines (1/91)

The University of Houston Information Technology Division exists to serve faculty, staff and students of the University in support of instructional and research activities. University computing facilities are a public resource and may not be used for personal or corporate profit. The following conditions apply to all users of the computing facilities.

- (1) The user shall not seek or reveal information on, obtain copies of, or modify files, tapes or passwords belonging to other users, nor may the user misrepresent others. The user may only use his/her legal name or actual title at the University. Only one person may use a computer account, and that is the person to whom the account was granted.
- (2) The user shall not make copies of copyrighted software.
- (3) The user shall not use the resources provided by the University for purely recreational or trivial purposes.
- (4) The user shall not develop or use programs which harass other users or damage and/or alter the operating system or other existing software.
- (5) The user shall not engage in deliberately wasteful practices such as printing large amounts of unnecessary output, performing unnecessary computations, simultaneously queuing multiple batch jobs and holding unused tape drives and telephone lines.
- (6) The user shall not engage in behavior that creates an unpleasant environment for other users.

Violations of these conditions are unethical and may be violations of University policy and/or criminal offenses. Users are expected to report any suspected violations to the Information Technology Support Center at 713-743-1411. When possible violations are reported or discovered, Information Technology reserves the right to investigate the possible abuse. Certain members of Information Technology may be given authority to examine files, passwords, accounting information, printouts, tapes or other materials that may aid in the investigation. While an investigation is in progress, access to computing resources may be suspended for the individual or account in question.

When possible unauthorized use of computing resources is encountered, Information Technology Support Center shall notify the user. Should unauthorized use continue after notification of the user, the matter shall be brought to the attention of the Vice President of Information Technology, which could result in cancellation of access privileges, disciplinary review, expulsion from the University, termination of and/or legal employment action. (For a complete copy of these guidelines, see the University of Houston Computing Facilities User Guidelines (1/91) and the Texas Computer Crimes Statute--Section 1, Title 7, Chapter 33, Texas Penal Code.)

State law requires that you be informed of the following:

- (1) with few exceptions, you are entitled on request to be informed about the information the university collects about you by use of this form;
- (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and
- (3) under section 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect.

### **Account Information**

Information Technology offers Web Server Accounts to all authorized faculty, staff, departments, group or organizations at the University of Houston main campus. This account is to be used in accordance with the "Security Guidelines for Users" (provided above) and the "Computer Facilities User Guidelines". The applicant will be held liable for all usage of this account.

Qualified individuals interested in this service should fill out this Web Server Account application, obtain the required authorization and return this form to Information Technology Customer Services.

A violation of any of the conditions listed in the security guideline documents listed above may result in the account being disabled. Also, if the holder of the account is separated from the University, the account may be disabled.

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**Information Technology**  
**ATTN: Information Technology Support Center**  
**Philip Guthrie Hoffman Hall (PGH) - 116**  
**University of Houston**  
**Houston, TX 77204-2002**

**Dept. Mailing Address: TSS 2002**