Sponsored Departmental/Organizational Account Application

Purpose: This application is to be used by UH-affiliated departments or organizations needing UH resources for the purpose of supporting instructional, research or administrative activities on the University of Houston computing facilities. Departmental accounts must be sponsored by a department head or faculty member. If the account is for a student organization, you must use the Student Organization Sponsored Account form which must be sponsored by the Center for Student Involvement office. All other organizations can apply by using this form. The sponsored account must be renewed by the POI end date should the account need to be extended. To renew a sponsored account, the sponsor will need to follow the POI process and resubmit this form. Please fill out all sections; failure to do so may result in delay of processing your request.

APPLICANT INFORMATION (Please print or type)

Last Name   First Name   Middle Name   myUH (PeopleSoft) ID

Department   Phone Number   Email Address

☐ Departmental   ☐ Organizational

☐ New Account   ☐ Renewal

*Applicant Signature   Date

Purpose of Account: _____

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

ACCOUNT REQUEST (Fill in the information for the system(s) required)

User Name (8 characters maximum)   2nd Choice for User Name

☐ CougarNet

College / Division   Department

☐ Central Web Server

Name of Department / Organization   Choice of URL

☐ Departmental / Organizational Alias

1st Choice for Alias   2nd Choice for Alias

☐ Exchange

Destination for alias to send mail to

☐ ECC_UNIX

Display Name – Exchange only (function, dept abbrv., i.e. Customer Service is CTS)

SUPERVISOR INFORMATION (Please print or type)

Sponsor's Manager Name   Sponsor's Manager myUH (PeopleSoft) ID

Print Sponsor's Name   Sponsor's myUH (PeopleSoft) ID   Sponsor's Phone Number

Sponsor's Email Address   *Sponsor's Signature   Date

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

Please return this form to sponsoredaccounts@uh.edu or fax to 713-743-1410.. Allow 2 business days for processing. Information about the account assigned to you will be sent to both the email address you provided above and your sponsor's email address. For questions regarding your account application, contact sponsoredaccounts@uh.edu.

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Computer User Responsibilities
Adapted from MAPP 10.03.01 User Guidelines and Responsibilities; Security (7/96)

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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) Users of computers and computing systems must respect the privacy of other users. For example, users 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 use only his/her legal name and actual title at the university.
(2) Each computer account is assigned to a single individual who is accountable for the activity on that account. Account holders are encouraged to change their passwords frequently to ensure the security of their accounts.
(3) Users must abide by the laws protecting copyright and licensing of programs and data. University users shall in no case make copies of a licensed computer program to avoid paying additional license fees or to share with other users.
(4) Users must respect the integrity of computing systems. For example, users shall not intentionally develop or use programs that harass other users, infiltrate a computer or computing system, and/or damage or alter the software components of a computer or computing system.
(5) Users must respect the shared nature of the computing resources. For example, users shall not engage in deliberately wasteful computing practices such as printing unnecessary listings; performing lengthy unnecessary computations; simultaneously queuing numerous batch jobs; or unnecessarily using public workstations, magnetic tape drives or dial-up telephone lines for extended periods of time.

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 the 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 MAPP 10.03.01 "User Guidelines and Responsibilities; Security" (7/96) 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
Qualified individuals interested in this service should fill out this account application, obtain the required authorization and return this form to Information Technology Support Center.

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
Tech Commons
University of Houston
Houston, TX 77204-2002

Dept. Mailing Address: TSS 2002

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