



Network, Exchange/Outlook Account Application

Personal Information:

(Please print your name as it appears on your Social Security Card)

Today's Date: _____

First Name:	M.I.	Last Name:
_____	_____	_____

Home Address:	City:	State:	Zip Code:
_____	_____	_____	_____

Home Phone:	APU ID #:
_____	_____

Work Information:

Supervisor's Name:	Supervisor's Extension:	Employee Hire Date:
_____	_____	_____

Campus Department:	Employee Location:
_____	_____

Status:

- | | | | | |
|---|---|---|--------------------------------------|--------------------------|
| <input type="checkbox"/> Full-Time Teaching Faculty | <input type="checkbox"/> Full-time Administrative Faculty | <input type="checkbox"/> Part-time Faculty (not Adjunct): | <input type="checkbox"/> Adjunct: | <input type="checkbox"/> |
| <input type="checkbox"/> Full-Time Staff: | <input type="checkbox"/> Full-time Temp. Staff: | <input type="checkbox"/> Part-time Staff: | <input type="checkbox"/> Grad.Intern | <input type="checkbox"/> |

Computer Allocation and Usage Policy:

Computers are only allocated to full-time faculty and full-time staff positions. Special consideration can be reviewed on an exception basis. Please request that your supervisor fill out and complete the IMT Computer Request form and submit to the IMT Support Desk. If this has not been done ten (10) business days prior to your arrival, you may not have a computer allocated to you. Computers are the property of APU and as such will only be used for university purposes and all data stored on university computers is the property of APU.

Username Policy

Your username will be your first initial and last name. In the event the username is taken first initial, middle initial and last name will be used. If that is already taken, first name and last name will be used.

Password Policy

A password will be assigned to you. Please change it within ten (10) days after your first login. If it becomes known that your account is being used by other individuals your network access will be revoked and disciplinary action taken. **Note – please make your password as random as possible to prevent others from guessing it.** The password must use three of the four character categories (upper case letter, lower case letter, symbol, number), must be 8 characters in length or more, username cannot be in the password and passwords cannot be reused.. Passwords expire every 180 days.

Acceptable Use Policy

Azusa Pacific University's domain name (APU.EDU) and other University computer, network, electronic mail systems, communications, and Internet services exist primarily for the transmission and sharing of information for the University's purposes. The use of **apu.edu** by any member must be consistent with the mission of Azusa Pacific University and is subject to control by the University.

The University will attempt to protect and maintain user privacy, but observation and monitoring of traffic flow and content/usage may be necessary at the University's discretion for security, policy, and other legal reasons.

The end-user who originates communications and traffic will be responsible if the communications and traffic do not conform to this or any other University policy.

User Requirements:

1. Respect the privacy of others. For example, users shall not intentionally seek information on, obtain copies of, or modify files belonging to other users.
2. Only use your own account and password; never misrepresent yourself as another user.
3. Respect the legal protection provided by copyright and licenses to programs and data.
4. Respect the integrity of **apu.edu** so as not to interfere with or disrupt network users, services, or equipment. Interference or disruption includes, but is not limited to, distribution of unsolicited advertising, propagation of computer viruses, and use of the network to make unauthorized entry into other computational, communications, or information devices or resources.

Acceptable Uses:

1. Use as a vehicle for scholarly or University-related communications
2. Use in applying for or administering grants or contracts for research or instruction.
3. Use in activities of research or direct support for instruction.
4. Use must be consistent with University standards as defined in its publications.

Unacceptable Use

1. Use of **apu.edu** or any other University computing resources for illegal purposes.
2. Use of **apu.edu** or any other University computing resources to transmit or receive threatening, obscene, or harassing materials.
3. Sending unsolicited advertising.
4. Use for personal for-profit business is not permitted.
5. Use of the network by employees for recreational games is not acceptable during working hours.

Enforcement and Violations

Action may be taken by system management, subject to the guidance and authority of the Internet Policy Committee, to prevent possible unauthorized activity by temporarily deactivating any member. Reasonable efforts will be made to inform the member prior to disconnection and to re-establish the connection as soon as an acceptable understanding has been reached. Any disciplinary action deemed necessary will be handled through the normal channels as explained and set forth in the student, faculty or staff handbooks.

I have read, understand, and agree to abide by the above mentioned policies.

Signature

Date

Position History:

New position: Replacement position: Name of person replaced: _____

DISTRIBUTION OF DATA - Access to certain types of data must be ordered through appropriate department. IMT does not have authorization to provide access to these areas in IFAS.

Type of Data	Department
Current Students	Office of the Registrar
Prospective Students	Admissions Office
Alumni	Alumni Office
Faculty	Office of the Provost
Staff	Human Resources

This document must be signed and returned to the IMT Support Desk by fax both sides to (626) 815-3885 or by inter-campus mail.