



Network / Email Account Application

Personal Information:

Date:

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

First Name: M.I.: Last Name:

Address: City: State: Zip Code:

Phone Number: APU ID #:

Work Information:

Supervisor Name: Extension: Start Date:

Campus Department: Employee Location:

Status:

- Full-Time Teaching Faculty Full-time Administrative Faculty Part-time Faculty (Not-Adjunct)
 Adjunct Full-Time Staff Full-Time Temp Staff Part-Time Temp Staff Part-Time Staff

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. Do not let others use your login and password to the APU network, email or computers.
4. Respect the legal protection provided by copyright and licenses to programs and data.
5. 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 Uses:

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 entertainment includes online music and tv services, i.e., Pandora, Hulu, TV.com, etc. and recreational games is not acceptable during business hours. (Generally between the hours of 7am to 10 pm)

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.

Confidentiality Agreement:

I understand I may have access to non-public student, financial, and/or employee information regarding the University. I agree to keep such student non-public information confidential and shall not, without the prior written consent of the Executive Vice President of APU, disclose such information in any manner whatsoever, in whole or in part, or use such information other than in connection with this assignment.

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: _____

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.