

BROOKLYN COLLEGE
SFTP ACCOUNT APPLICATION FOR NEW MEDIA SERVER

Please read this ENTIRE form and print clearly or type

Incomplete forms may be returned and can delay the setup process. The account is usually created within two weeks of receipt, after the verification process is completed. Each individual will be responsible for maintaining his/her own web directory/subdirectories and will be responsible for keeping the SFTP account ID and password confidential. **Please submit the properly completed form in person to the ITS Network Group at 4th FL Library, ITS Entrance, or by fax at 718.951.4558.** If you encounter a problem with your account after you have been notified that it is ready, please contact ITS Network Group (718.951.5861) or send e-mail to: Network Support Services (netgroup@brooklyn.cuny.edu).

I agree to use this account for the sole purpose of maintaining a Web site on the Brooklyn College Academic Web Server and its Web Directory space. I understand that this account is for my use and/or my department's use only, and I agree that I will not permit others to use it. I agree to obey all rules of use for the BC Academic Web Server, including all the rules contained in ACCEPTABLE USE OF COMPUTING RESOURCES POLICY (<http://infotech.brooklyn.cuny.edu/standards/standards.html>). I agree to respect the rights of privacy, property rights, and copyrights of data and computer programs belonging to others. I agree that I will not pry into privileged system files or programs. I agree not to copy system files or programs, even though I may have access to them. I will respect the rights of all other users of the system and will not knowingly use computing services in any way that is disruptive or damaging to the system or any other users.

I understand that abuse of the system or other violation of this agreement may result in revocation of this account, and could result in administrative and/or legal action, as determined by the college.

***By acceptance of this account, I certify that I have read, understand and agree to the above.**

A P P L I C A N T	Name: _____ Title: _____
	Signature: _____ Date: _____
	Telephone #: _____ Department/Room #: _____
	E-mail Address: _____
	Special Instructions: _____

A C C O U N T	The web directory name and SFTP account ID will be chosen for you, then you may create your own subdirectories. Please write clearly the SFTP account password below: (Choose 8 characters for each. For the password, do not use words found in a dictionary or proper names and use a combination of letters & numbers for security purposes.)								
	SFTP ACCOUNT PASSWORD								
	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>								
	We will send you a confirmation letter when your account has been created.								
The SFTP host for this account will be: newmedia.brooklyn.cuny.edu Your directory will be: http://newmedia.brooklyn.cuny.edu/vod/[user_name]/									

We suggest you use H.264/AVC.
H.264 codec is widely compatible, increasing users' ability to watch videos regardless of the device or browser they have.

DO NOT WRITE BELOW THIS LINE

Approved/Established by: _____ **Date:** _____ **Web directory:** _____