

# LAN ACCOUNT APPLICATION - USER AGREEMENT

**Please read this ENTIRE form and complete as required!**

Incomplete forms may be returned and can delay the setup process. Your account, including any e-mail privileges, is usually created within one to two weeks after the Network Administrator receives a properly completed form (the waiting period may vary with demand). You or your office will be notified when the account is ready. If you encounter a problem with your account after you have been notified that it is ready, call ITS for assistance. This LAN account and any associated privileges, such as e-mail, may be terminated upon the user's separation from Brooklyn College or after 6 months of inactivity.

*I agree that I will use this account only for the purpose, which I have stated below. This account is for my use only, and I agree that I will not permit others to use it. I agree to obey all rules concerning the use of the system. I agree to respect the rights of privacy, the property rights, and the 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 which 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 terms of the CUNY Policy on Acceptable Use of Computer Resources and BC Web/Computing Policies at [http://portal.cuny.edu/cms/id/cuny/documents/level\\_3\\_page/001171.htm](http://portal.cuny.edu/cms/id/cuny/documents/level_3_page/001171.htm) <http://www.brooklyn.cuny.edu/pub/1354.htm>**

APPLICANT	<input type="checkbox"/> Network Account <input type="checkbox"/> E-Mail Account <input checked="" type="checkbox"/> Check all that apply
	Name (print or type) _____ Your Title _____
	Signature _____ Date ____ / ____ / ____ Telephone <b>951-</b> _____
	Department _____ Room _____ Bldg. ____
	Last 4 digit of Social Security # _____ Suggested E-mail Password _____
	Special Instructions _____
<p><b>NOTE:</b> Our convention for <b>ID</b> is First Initial + Last Name, or First Name + Last Initial, or the next reasonable combination. Our convention for <b>PASSWORD</b> is at least 7 characters from three of the following four categories: English uppercase characters (<b>A through Z</b>), English lowercase characters (<b>a through z</b>), Base 10 digits (<b>0 through 9</b>), Non-alphabetic characters (example: <b>!, \$, #, %</b>) and can not contain applicant's account name or parts of applicant's full name that exceed two consecutive characters. You will be notified of your id and password when the account is ready for use.</p> <p style="text-align: center; color: gray;">ALL INFORMATION ABOVE IS REQUIRED</p>	

*Login passwords must be changed at least once every 90 days. You will have a six-login grace period. Failure to change your password after the grace period may result in automatic suspension of the account.*

RECEIVER	Name _____ Title _____
	Signature _____ Date ____ / ____ / ____ Telephone <b>951-</b> _____
	Dept. _____ Room _____ Bldg. ____
	<b>Note:</b> This access requires additional software, installed by the Help Desk after the account is ready for use. The waiting period for installation varies with demand. For further information, call the ITS Receptionist: (718) 951-5861.
ALL INFORMATION ABOVE IS REQUIRED	

**\* Please send completed application via interoffice mail or by fax: (718) 951-4558. \***