

**BROOKLYN COLLEGE
FACULTY FTP ACCOUNT APPLICATION FOR WINDOWS MEDIA WEB PAGES**

Please read this ENTIRE form and print clearly or type

Incomplete forms may be returned and can delay the setup process. Your FTP account request will be reviewed and verified and the FTP account should be completed within two weeks of receipt. Each individual will be responsible for maintaining his/her own web directory/subdirectories and will be responsible for keeping the FTP account ID and password confidential. **Please submit the properly completed form to the ITS Network Group at 4th FL Library, ITS Entrance.** If you encounter a problem with your account after you have been notified that it is ready, call the 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. This Web Directory space and my FTP Access account will be allocated by the Computer Center (ITS) to enable a department, program, and/or faculty member to "publish" a Web page. 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 FTP account ID will be chosen for you, then you may create your own subdirectories. Please write clearly the FTP 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.)								
	FTP ACCOUNT PASSWORD								
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<p>We will send you a confirmation letter when your account has been created. The FTP host for this account will be: bcmedia.brooklyn.cuny.edu Your directory will be: /user/<username>/ (all others) /dept/<username>/ (science education only)</p>									

DO NOT WRITE BELOW THIS LINE

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