

Email and Computer Access Request Form

Policy Statement

Email and Computer Request Form Policy Statement

The request for City College employee email and/or computer is governed by part IV, section 1 of The City University of New York Policy on Acceptable Use of Computer Resources:

IV. RULES FOR USE OF CUNY COMPUTER RESOURCES

1. Authorization.

a. Users may not access a CUNY Computer Resource without authorization or use it for purposes beyond the scope of authorization. This includes attempting to circumvent CUNY Computer Resource system protection facilities by hacking, cracking or similar activities, accessing or using another person's computer account, and allowing another person to access or use the User's account.

b. Notwithstanding subsection 1.a. above, a User may authorize a colleague or clerical assistant to access information under the User's account on the User's behalf while away from a CUNY campus or when the User is unable to efficiently access the information on the User's own behalf (including as a result of a disability), but delegated access will be subject to the rules of Section 10– Security, below.

3. CUNY Computer Resources may not be used to gain unauthorized access to another computer system within or outside of CUNY. Users are responsible for all actions performed from their computer account that they permitted or failed to prevent by following ordinary security precautions. CUNY advisories and resources are available at security.cuny.edu.

Guidelines for Requesting Access

Request for email and/or computer access must be made by a supervisor or Office of Executive Council to the President. Requests made by a supervisor must be approved by the email account holder and/or primary computer user and a chair, dean or VP.

Email and Computer Access Request Form

JUSTIFICATION FOR EMAIL AND/OR COMPUTER ACCESS:

EMAIL COMPUTER

REQUESTOR INFORMATION:

Last Name:	First Name:
Phone:	Email:
Department:	Building: Room:
Duration of access (end date): / /	Department System Admin:

INFORMATION SECURITY STATEMENT

I understand that The City University of New York Policy on Acceptable Use of Computer Resources (security.cuny.edu) will apply to the use of the email and/or computer to which I am being granted access.

Requestor's Signature: _____ Date: _____

EMAIL ACCOUNT INFORMATION

Email Address:
Last Name: First Name:

SYSTEM INFORMATION

Computer CIT:	Building:	Room:
User Name:	Manufacturer:	Computer Model:

APPROVALS:

Email/Computer Primary User Last Name:	First Name:
Email/Computer Primary User Signature:	Date:
Chair, Dean or VP Last Name:	First Name:
Chair, Dean or VP Signature:	Date:

Notes:
