



Please Return this form to
 Ag IT Computer Unit - Access Accts
 405 Ag Admin Bldg
 University Park, PA 16802

Penn State Access Account Application for Faculty and Staff, page 1

Please complete all required fields completely and clearly!

Last Name	First Name	Middle Initial	Suffix	PSU ID

This form is for Penn State faculty and staff to request a Penn State Access Account from the Information Technology Services (ITS). Enter your name **carefully and clearly**, because your initials (when available) can affect the assignment of your userid, which cannot be changed once created. The userid and password assigned to you will enable you to connect to the ITS Internet servers in order to use electronic mail and Internet services. Return the completed form to the ITS Accounts Services Office at the address or fax number noted above.

To obtain your Penn State Access Account userid and password, allow three business days for this form to be processed.

Go to a signature station and follow the instructions there. Signature station locations can be found <http://aset.its.psu.edu/accounts/sigstations.html> on the Web. Make note of your userid and password when they are displayed on the screen. Once obtained, the account will be fully functional within one business day. If you are having problems with using the signature station, bring a photo ID to either the ITS Accounts Services Office or Help Desks at University Park, or consulting locations at other campuses.

To obtain assistance and free Internet access software, contact the ITS Help Desks at University Park or computer support staff at your local campus. ITS Help desks are located at 2 Willard Building and 215 Computer Building or call 814-863-1035, 1-888-778-4010 (toll free within Pennsylvania), or send e-mail to helpdesk@psu.edu. For hours and additional information see <http://css.its.psu.edu/consulting/consult.html> on the Web.

Campus or Office Address		Phone Number	
Campus or County	Department <i>Cooperative Extension</i>	Birthdate	
Home Address	Home City and State	Zip Code	Country
Penn State Status <input type="checkbox"/> Faculty <input type="checkbox"/> Wage Payroll * <input type="checkbox"/> Hershey Medical Center <input type="checkbox"/> Full-time staff <input type="checkbox"/> Visiting Scholar * <input type="checkbox"/> Other * _____			
Employee start date (if new or returning employee)	Expiration Date (for temporary assignment only)	Job Title	
Check this box if you are a county-paid employee <input type="checkbox"/>			

Please be sure to read and sign the back of this form.

* Applicants who have a status marked with an asterisk must get the signature and userid of their supervisor to verify that this account is required for the performance of assigned duties.

Penn State Access Account Application for Faculty and Staff, page 2

Agreement

I agree to abide by the conditions set forth in University Policy AD20 and the EDUCOM statement on using software in my use of all computer and network resources. I understand that access to the network and other information services is a privilege and not a right. I also understand that this account is for my sole use and will be terminated when I leave the University unless I retire with full benefits. If I am retired, I understand it will be terminated when I no longer receive benefits. Violation of policy or law may result in suspension of network access or other information service privileges, disciplinary action, and legal proceedings. Relevant policies can be referenced on the World Wide Web at <http://www.psu.edu/computing/policies/> and in the administrative offices of colleges and departments.

Some computer programs and computer networks have made possession of copyrighted material such as computer programs, music files and videos easier than ever. In many cases, this is in violation of state and federal laws, and University policy. The University takes such violations very seriously.

If I own a personal computer, I will remove and keep off all material that I do not have the right to possess while it is connected to the University's networks. If I use a University owned computer of any kind, I will not place such material on it at any time. This includes storing such material on personal web spaces, and in the form of programs or files that I maintain on any University-owned Computer Resources. I understand that the University may disconnect my machine and suspend other access (e.g., Personal Web Space, Access Account) while determining whether I possess such material.

If the University believes that I have infringing materials on my computer that is connected (e.g., Residence Hall Connection, Dialup Service) to the Penn State network, the University reserves the right to suspend services immediately until such time that it is determined that such materials are no longer on the computer. I understand that my Access account and/or Residence Hall connection will be restored only upon certification to the University that all infringing materials have been permanently removed. Additionally, I am aware that copyright infringement is against University Policy and can result in serious penalties including dismissal. I also understand that there are serious legal ramifications to copyright infringement that can include large financial penalties, potential confiscation of my computer, and in some case imprisonment.

In addition, I will not use the Penn State network or computers to engage in unauthorized copying, transmission, distribution and/or downloading of such works in violation of federal and state civil or criminal law. I understand that my ultimate responsibility is to ensure that the copyright holder has granted permission to make or distribute the copy in question.

I understand that penalties for possession of copyrighted material that I am not entitled to include discontinuance of network access, expulsion from the University for students and termination of employment for employees. In addition, I understand that I may also be charged with offenses under state and federal law that includes penalties of up to 10 years imprisonment and significant fines if found guilty.

Applicant's signature

Date

County Extension Director's signature

Access Account userid

Date