



**Central Connecticut State University
Information Technology Department
BlueNet Account Request Form for New Employees**

A BlueNet Account is a unique username and password required to access University computing services. With your BlueNet Account, you will receive access to the campus network, a CCSU e-mail account, and personal network file storage space. To request a BlueNet Account:

1. Complete Sections 1 & 2 on page 1 of this form.
2. Read the "Policy on Computer Use" on page 2 of this form, and then sign and date the bottom.
3. Have your supervisor sign Section 3 (a supervisor's signature is required in order to issue a BlueNet Account).
4. Return the completed form to the Information Technology Department, located in Henry Barnard Hall, Room 019. Alternately, you may fax the form to us at 860-832-1730. Once your account has been created, either you or your department secretary will be notified.

Please note that your BlueNet Account cannot be issued until all paperwork is complete with the Human Resources department. If you have any questions, please contact the Information Technology Help Desk at 860-832-1720.

Section 1: Employee Information

Name (Last, First): _____

8-digit University ID: _____

Title/Position: _____

Department: _____

Campus Phone: _____

Section 2: Request for Additional Access No Additional Access Requested

Additional Access Requested. Please specify any additional access (such as access to departmental file shares, web editing, or other network resources) here: _____

Section 3: Supervisor Authorization (Required)

Supervisor's Name (Print): _____ Title: _____

Supervisor's Signature: _____

Information Technology Use Only Date Processed: _____ Processed by: _____

Client's Username: _____ Exchange Account Created: File Share Created: Welcome Kit Sent:

Please Read and Sign the Agreement on the Second Page

Central Connecticut State University Policy on Computer Use

The following is a list of rules and regulations established by the University governing the use of computer accounts and equipment.

1. All computer resources and facilities of Central Connecticut State University should be used solely for legitimate and authorized academic, instructional, research, administrative and public service purposes.
2. Any unauthorized or illegitimate use of computer accounts, resources, and/or facilities will subject the violator(s) to disciplinary, criminal and/or legal action by the University and/or the State. This includes any type of physical abuse to equipment and to the rooms in which the equipment is placed.
3. Any person who has been authorized to use the computing resources shall be expected to regard all copyrighted personal or proprietary information which may thereby become available to him/her as confidential, unless he/she obtains from the appropriate individuals written permission to copy, modify or otherwise use any part of it.
4. Any user who deliberately or continually violates the policies governing the use of accounts and equipment will have his/her account and/or user privilege denied and such misuse may result in disciplinary and/or legal action. The severity of the violation will determine the type of action that the University and/or the State will take against the violator.
5. A user's programs and data should be treated as his/her private property. Users must therefore not attempt to access or make use of any other user's programs or data without the appropriate authorization (e.g. plagiarism).
6. Users shall not copy system files nor shall they attempt to access or modify such files or software components or computer management programs and data except for specifically approved purposes.
7. The Information Systems Department reserves the right to access user's data and programs for appropriate management purposes, such as making backup copies and to ensure system integrity subject to the limitations of P.A. 84-206.
8. Computer accounts shall not be shared with unauthorized users. Such sharing will result in disciplinary measures as outlined in item 4 above.
9. Users must not attempt unauthorized modification or repair to any equipment belonging to, or under the control of the University.
10. Computer resources shall not be used for non-academic work without the express written permission of the University. Users in doubt should contact the appropriate University Officer(s).
11. Game playing that is not part of any academic course work is considered to be a misuse of computer privileges and is subject to the disciplinary actions outlined in item 4.
12. The University and its authorized personnel reserve the right to set priorities on the use of University computer facilities.

Please read the agreement above before signing.

I have read and agree to abide by the policies governing the use of Central Connecticut State University's computer facilities. I understand that my computer use privileges may be revoked if I do not abide by these policies.

Employee's signature: _____ Date: _____