Department of Biology Computing Account Request Form

Please fill this form out as completely as possible. Please fill out using ink. Return to Biology IT Services (425 BSBW or email a scanned copy to help@bio.tamu.edu). Incomplete and/or illegible forms may delay or prevent account creation.

Personal Information

First Name: _____
Middle Name: _____
Last Name: _____
UIN: _____
NetID: _____
Date of Birth: _____
Job Title: _____
Room Number: _____
Work Phone: _____
Supervisor: _____
Group (Lab): _____

Account Type

- ☐ Faculty
- ☐ Graduate Student
- Staff
  - ☐ Research Staff
  - ☐ Standard
- ☐ Teaching Assistant (out of dept.)
- Undergraduate Account
  - ☐ Student Worker
  - ☐ Researcher
- ☐ Visiting Scholar
- ☐ Other: _____

Without prior special arrangement, accounts for Undergraduates, Out of Department Teaching Assistants and Visiting Scholars expire at the end of each semester.

Email Account

- ☐ University-hosted Biology Mail
- ☐ Contact for TAMU Mail

(*for undergraduate students and out of department teaching assistants*)

TAMU email address:
_____ @email.tamu.edu
Non-TAMU email (*visiting scholars only*):
_____

Special Notes:

I understand that gaining or helping others to gain unauthorized access to Texas A&M and/or Department of Biology computers, networks and/or computing resources constitutes a violation of Texas A&M University Regulations, Texas A&M University System Administrative Procedures (SAPs), State of Texas Laws and United States Federal Laws and will make me subject to criminal prosecution to the full extent of these laws (Chapter 33, Section 1, Title 7 of the Texas Penal Code). I acknowledge that I do not possess the authority, nor can anyone else compel me to allow anyone else to use my user ID and password.

By logging on to any computer connected to the Department of Biology network (including accessing email associated with a Department of Biology email account), I acknowledge my responsibility for strictly adhering to Department of Biology Policies, Texas A&M University Regulations, Texas A&M University System Administrative Procedures (SAPs), State of Texas Laws and United States Federal Laws concerning network access and hardware/software usage. I am also aware that penalties exist for unauthorized access, use or distribution of confidential information and software from Department of Biology computers (including servers). This includes, but is not limited to, the storage of student and/or financial records on portable systems and/or storage devices without proper encryption protocols being employed and the sharing and/or use of unlicensed and/or pirated software, music, videos or other data. I will not store HIPAA or export controlled data (ITAR or EAR) data on any systems or servers in the Biology Department without informing and consulting with Biology IT Services.

I further agree to not attempt to circumvent computer security systems by using or attempting use any transactions, software or resources I am not authorized to use.

_____   _____
Signature of Applicant   **Date**

I certify that the applicant is under my supervision and all information is accurate and complete. I also acknowledge that I am responsible for informing Biology IT Services immediately upon this user's separation from the Department of Biology through graduation, termination, departure or transfer.

_____   _____
Signature of Applicant's Supervisor   **Date**

Directories that this user will need access to:

User accounts are assigned access to the shared directories associated with their lab or group. Undergraduate researchers, student workers, out of department TAs and visiting scholars will not have a user directory unless requested and approved by supervisor.

Email lists that this user needs to be added to:

Each account will be placed into the following email lists: list for lab or group, list for building worked in, list for account type (faculty, staff, grad student, etc) and the department's general announcement list.

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*If you **only** need an account to use an instrument attached to a Biology Department Computer, this is the **wrong form**. Please use the form that is marked "**for Instrumentation Access only**" instead.*