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 ithelpdesk@bio.tamu.edu). Incomplete and/or illegible forms may delay account creation.

Personal Information First Name: Middle Name: Last Name: Last Name: UIN: NetID: Date of Birth: Job Title: Room Number: Office Phone (not cell): Supervisor: Group (Lab): Account Type Faculty Graduate Student Staff Standard Teaching Assistant (out of dept.) Undergraduate Account	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.
 Student Worker (paid) Researcher (unpaid) Visiting Scholar Other: Without prior special arrangement, 	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
accounts for Undergraduates, Out of Department Teaching Assistants and Visiting Scholars expire at the end of	Services immediately upon this user's separation from the Department of Biology through graduation, termination, departure or transfer.
each semester.	Signature of Applicant's Supervisor Date
Email Account Biology (@bio.tamu.edu) Address	
Contact for @email.tamu.edu address (In most cases, Biology addresses are not given to out of department teaching assistants or	Directories that this user will need access to:
undergraduate student workers or researchers) TAMU email address: @email.tamu.edu Non-TAMU email (visiting scholars only):	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:
Special Notes:	
	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.
For Office Use Only: Ac	count created by: Date:
Login ID: Ac	count disabled by: Date:
Start Date: Ac	count deleted by: Date:
Email account contact claimed/connected by: Date: Email lists configured by: Date:	
Email lists configured by: L	Date: Form revised 7 July 2020

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.