

To fill out this form digitally, copy it and paste the file from the public drive to your desktop. Open the file from your desktop and fill it out, then choose Save As, rename the account form with your last name as a part of the document title, then save the file to your desktop. Attach the file to an email to [artsci-help@tamu.edu](mailto:artsci-help@tamu.edu) and send it. **Do not** open the file from the Biology Public folder and save it.

# Department of Biology Computing 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 [artsci-help@tamu.edu](mailto:artsci-help@tamu.edu)). Incomplete and/or illegible forms may delay account creation.

## Personal Information

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

UIN: \_\_\_\_\_

NetID: \_\_\_\_\_

Job Title: \_\_\_\_\_

Room Number: \_\_\_\_\_

Office Phone (not cell): \_\_\_\_\_

Supervisor: \_\_\_\_\_

Group (Lab): \_\_\_\_\_

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.

## Account Type

- Faculty
- Graduate Student
- Staff
  - Research Staff
  - Standard
- Teaching Assistant (out of dept.)
- Undergraduate Account
  - Student Worker (paid)
  - Researcher (unpaid)
- Visiting Scholar
- Other: \_\_\_\_\_

\_\_\_\_\_  
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.*

## Special Notes:

For Office Use Only:

Login ID: \_\_\_\_\_ Account created by: \_\_\_\_\_ Date: \_\_\_\_\_

Start Date: \_\_\_\_\_ Account disabled by: \_\_\_\_\_ Date: \_\_\_\_\_

Email  account  contact  claimed/connected by: \_\_\_\_\_ Date: \_\_\_\_\_

Email lists configured  by: \_\_\_\_\_ Date: \_\_\_\_\_

Form revised 6 Feb 2023

*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.*