



Schedule F-1

Information Technology Services

New SLA Users

Please Print

Applicant:

Name (Last, First & Middle) _____

Memorial No. _____

Username Suggestions _____

Student / Employee Number required for all applications)

Campus Address _____

Telephone No _____

Department _____

Unit Name (if applicable) _____

Student Faculty Staff - Job Title _____

What service(s) are being requested via this form?

Domain Account mun.ca Email & Exchange Email Resource Mailbox * FileMagic File Server

Create home directory: _____

* see Terms below

Please expire account on _____ (Date)

or maintain perpetually (check box)

Authorized SLA Requestor _____ (Please Print)

& Sign here _____

Dated _____

Notes _____

Terms

- Exchange Email accounts also need a central email account so that the short (user@mun.ca) email address can be used. . Requests for Exchange email accounts will automatically trigger generation of a central Email account.

- *Applications for non-individual accounts (i.e. resource mailboxes) must be signed by the authorized SLA requestor and completed by the recognized authority responsible for the named mailbox with accompanying detail.

Computing facilities at Memorial University are provided for the use of its students, faculty and staff in the non-commercial support of the learning, teaching, research, and administrative functions. All users are responsible for seeing that these computing facilities are used in an effective, efficient, ethical and lawful manner as outlined in the Appropriate Use of Computing Resources Policy. (see <http://www.mun.ca/policy/site/>)

Violation of Policy

Offenses will be dealt with in the same manner as violations of other University policies and may result in disciplinary action in accordance with existing collective agreements, Terms and Conditions of Employment, or the Code of Disciplinary Procedures for Students. In such a review, the full range of disciplinary actions will be available, including loss of computer privileges for a specified period of time, dismissal from the University, and legal action may be considered. Violations of some of the Policy provisions may constitute a criminal offense.

Agreement

Your acceptance and use of this/these account(s) will constitute your agreement to abide by the Appropriate Use of Computing Resources Policy.

For Office Use Only

RETURN COMPLETED FORM BY MAIL OR FAX (864-3514) TO INFORMATION TECHNOLOGY SERVICES ATTENTION: SERVICE DESK