UNIVERSITY of ALASKA
Many Traditions One Alaska

UNIVERSITY OF ALASKA FAIRBANKS

oit

OFFICE OF
Information Technology

OIT Support Center
Phone: (907) 450-8300
Toll Free: 1-800-478-8226
Fax: (907) 450-8312
Email: helpdesk@alaska.edu
http://www.alaska.edu/oit/

Member/Affiliate Account Request Form

(ALL FIELDS REQUIRED - Please Print Clearly)

First Name: _____ MI: _____ Last Name: _____

Organization/ Department: _____ Location: _____

Job Title: _____ non-UA Email: _____ Phone: (_____) _____ - _____

UA ID Number (if known):_____ Date of Birth: _____/ _____/ _____ Last 4 Digits of SSN: _____

Sponsoring Department: _____

Affiliate Access: ☐ Guest   **Member Access:** ☐ Faculty ☐ Staff ☐ Student ☐ Emeritus

Affiliates are eligible for services on case-by-case basis only. *Affiliates* will not be listed in the UA Directory. *Affiliate* accounts will expire 90 days from sponsorship date or on the Sponsor Specified Expiration Date below. *Members* will be listed in the UA Directory as members of one or more departments and are eligible for UA information services. *Member* accounts will expire 1 year from sponsorship date or on the Sponsor Specified Expiration Date below; *Emeritus* accounts will not expire.

STATEMENT OF RESPONSIBILITY:

Access to the computing facilities is granted to members of the University community to conduct University business and instruction with the understanding that such access is a privilege and carries with it certain responsibilities. Use of the facilities to interfere with the privacy and security of other users, for political purposes, or for personal, financial or commercial gain is prohibited. Statements in files on computer media are protected by the same laws and policies, and are subject to the same limitations, as communications in other media. Under Alaska statutes, documents in the files of employees of the university are considered to be public documents, and may be subject to inspection. Users should exercise caution when committing confidential information to electronic media, because the confidentiality of such material cannot be guaranteed. With current standards and technology, neither the privacy nor the source of electronic mail can be guaranteed. Please do not use electronic mail for communication where privacy is required. Please note that your data is yours to care for; the University cannot be responsible for restoring data lost through your mismanagement. For further information on policies and procedures governing computer access and system resource allocation, see the Board of Regents Policy & Regulations.

Your password is the primary protection for your files, your mail, and your USERNAME. **You are responsible for all activity on your USERNAME.** You should never tell anyone else your password and you should always change your password immediately after receiving a new USERNAME or after having the computer support staff change your password. User account forms are kept on file at the Help Desk. Please contact the OIT Support Center at 1-800-478-8226 or 450-8300 with any questions.

I have read the above statement and agree to abide by all provisions.

Affiliate/Guest Signature: _____ Date: _____/ _____/ _____

ACCESS REQUESTED BY SPONSOR

System Access Requested: Place a *checkmark* next to *the systems* for which you are requesting an account.

☐ Computer Login   ☐ E-Mail Account   ☐ UAF Blackboard   ☐ OIT VPN

Roxen: ☐ UAF ☐ SW ☐ Test – URL: _____

☐ Other: _____

Sponsor Specified Expiration Date: _____/ _____/ _____

All requests require sponsoring employee signature. I authorize the requested access for the affiliate/guest whose signature appears above:

Sponsoring Supervisor / Dept Head / Dean	
	_____ *print name*
or for student access **Sponsoring Faculty**	_____ *ua id number* _____ *phone*
	_____ *sign* _____ *date*