

Request for Guest Account

General principles governing use of computer systems:

1. The owner of the account is responsible for all activity performed under the account. Each person must use his/her own account number and not use any other account number.
2. The owner of the account is responsible for respecting all copyright and contractual agreements concerning use and reproduction of software or documentation.
3. The owner of the account is responsible for maintaining the confidentiality of all data stored in the computer. This is true even if the software system does not enforce this confidentiality.
4. Use of the computer system for private financial gain is strictly prohibited. This includes such activities as
 - preparing papers, or acting as an outside consultant and
 - making use of the computer for this purpose.

See the "Technology and Information Policy" at <http://www.stedwards.edu/policy.htm> for more information.

Specific Policies for Guest Accounts:

1. The account must be used for functions related to services performed for St. Edward's University, or in conjunction with programs associated with St. Edwards' University.
2. Any correspondence sent from this account must clearly state that this is a guest account and not an official correspondence from St. Edward's University.
3. The account can be terminated at any time at the sole discretion of St. Edward's University and will be active for no more than **one year**.
4. Upon termination no files or email will be retained.

Guest Accounts provide access to email, login access from public workstations and dial-in modem access.

I agree to all of the conditions noted above.

_____	_____	_____
Print Name	SSN	
_____	_____	_____
Address	City, State, Zip	Phone
_____	_____	_____
Signature	Today's Date	Expiration Date (max one year)
_____	_____	_____
SEU Sponsor	SEU Sponsor Signature	SEU Sponsor ID Date

Submit completed form to:
Computer Services
Campus Mail Box 1025

For Computer Services use only:

User name _____ Password _____ created by _____ date _____