

# TAMU-Commerce Employee Email Application

Updated August 11, 2009

1. I agree that by requesting this account I will be responsible for its security and understand that I may be held liable by the University as a result of any unauthorized access to the system by my negligence in protecting the security of my account. I agree to notify Technology Services immediately if I have any reason to believe the security of my account has been violated. I will be the only user of this account.
2. I understand that users do not own accounts on University computers, but are granted the privilege of exclusive use. See Electronic Communications Privacy Act of 1986 (title 18 U.S.C. sections 2510 et. seq.)
3. I understand that any attempt to circumvent data protection schemes or uncover security loopholes is a violation of state and federal law.
4. I understand that knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals or networks is prohibited.
5. I agree to respect copyright and intellectual-property rights. Users must adhere to the Texas A&M University-Commerce Administrative Rule 25.99.09.R1 section 3, and the terms and conditions of any and all software licensing agreements and/or copyright laws as specified by the vendor or licensor.
6. I agree to abide by the University rules regarding use of electronic mail facilities as detailed in the Texas A&M University-Commerce Administrative Rule 25.99.09.R1 sections 4, 5 and 6.
7. I understand that upon termination of employee status this account will be removed.

Texas A&M University-Commerce Administrative Rule 25.99.09.R1 is located at:

<http://www.tamu-commerce.edu/administration/Rules&Procedures/>

By completing this application form, I **agree** to abide by the above as well as all A&M-Commerce rules and regulations. I further understand that if I violate any of these rules that my account may be disabled and disciplinary action may be taken.

---

Username:	_____
Password:	_____

You can access your email via webmail by going to:  
<https://outlook.tamu-commerce.edu/myoutlook>.

Please remove this sheet and keep for your records.

# TAMU-Commerce Employee Email Application

Please Print Clearly

Updated August 11, 2009

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

Clearly print your full name as you are known, for example **John\_Doe**@tamu-commerce.edu.

Campus Wide ID (CWID): \_\_\_\_\_ (required)

Daytime or Office Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Department: \_\_\_\_\_ (required)

**Please check one** (required):

Full Time Faculty/Staff \_\_\_\_\_ Adjunct/temp \_\_\_\_\_ GA/TA/Student \_\_\_\_\_

Secret Question: \_\_\_\_\_

Secret Answer: \_\_\_\_\_

Please indicate below the type of account you need (please check only one):

**Microsoft Exchange Account** – Email *and* network account.

**Network Account Only** – Logon to computer/network only. This *does not* include an email account.

**Passwords must be a minimum of 8 characters in length. Passwords can not contain a significant portion of the user's account name or full name. Passwords must include characters from at least 3 of the following 4 categories: Uppercase alphabetic (A-Z); lowercase alphabetic (a-z); numeric (0-9); special characters (e.g. ! @ # \$ % ^ & + = -).**

PASSWORD: \_\_\_\_\_

Complete and return this form to the Technology Services help desk located in the McDowell Business Administration room 156. Please be prepared to present a picture ID.

I agree to abide by all University rules, Federal and State laws regarding network, account and computer usage. I understand that if I violate any of these rules or laws that my account may be disabled and disciplinary action may be taken.

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Department head signature required if a Personnel Action Form (PAF) can not be produced.

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

---

(FOR OFFICE USE ONLY)

ID Verified By: \_\_\_\_\_ Added by \_\_\_\_\_ Date \_\_\_\_\_

“WITH FEW EXCEPTIONS, YOU HAVE THE RIGHT TO REQUEST, RECEIVE, REVIEW AND CORRECT INFORMATION ABOUT YOURSELF COLLECTED BY THIS FORM”