User Account *REQUEST* Form

Northeastern Regional Information Center
1031 Watervliet-Shaker Road · Albany, NY 12205 · (518) 862-5300 · Fax (518) 862-5378

Instructions: Please fax or mail completed form to above address. The applicant and the authorized person in your district must sign this form. This form may be duplicated. For assistance please contact Jeane Waldron at 518-862-5300 or userprofile@gw.neric.org.
Last name, First name, Middle initial – name of person who wishes account
District/Building – school district and building name of person requesting account
Address/City/Zip – of building in school district
Phone # -- Applicant's phone number at the school district
Position – job position of person applying for account
Request this account Section– Please check the box of the type of account you want. Please note that GroupWise and Internet Mail are two different email systems. You would not likely want both.
Statement of confidentiality Section – the applicant and the person authorizing the account both must sign the Statement of Confidentiality for your application to be processed.

Last name: _____ **First name:** _____ **MI:** _____

District: _____ **Division …*AND*… Unit/Dept:** _____ **…*AND*…**

Street Address: _____ **City** _____ **NY** **Zip:** _____

Building: _____

Phone #: ( ) _____ **Position:** _____

Request this Account: (choose only applicable options)

☐ GroupWise ☐ Exchange ☐ BlackBerry ☐ Unix E-mail ☐ Level 0 ☐ Level 0 CIO ☐ Finance Manager ☐ Starbase
☐ Novell Network ☐ Windows Network – W2K.neric.org ☐ SharePoint – NERIC.org ☐ SharePoint – NER ICFS.local
☐ Citrix Network ☐ IP Phone Directory ☐ Voicemail ☐ Security Pass ☐ Front Page Account Domain: _____
☐ Other: _____

For New SharePoint accounts, please include the following <u>required</u> information:

Site URL: _____

Email address (to send new account credentials): _____

Statement of Confidentiality

As a user of the Computer System provided for by the Northeastern Regional Information Center, of the Capital Region BOCES, I agree NOT to:

- Share my User Profile ID and Password.
- Violate the property rights and copyrights in data and computer programs.
- Intentionally or neglectfully destroy or damage other users' data or programs.
- Obtain unauthorized access to a user account and/or network facilities, or use such facilities for purposes other than those that were permitted to me.
- Obtain unauthorized access to the use of an account, and/or network facilities, for personal or private gain.
- Read or use private files/data without proper authorization.
- Divulge the contents of any database housing personnel and confidential operations.
- Attempt, without authorization, to modify computer hardware or system software.
- Use the network for slanderous, abusive, intimidating, or otherwise offensive messages.
- Use the network to send unsolicited, non-educationally related messages which are inoffensive, but which consume system resources.
- Fraudulently use another person's name to send or receive messages.

When there is any indication of unauthorized use or abuse of the system, or any other action which interferes with the proper functioning of the system or infringes on the rights of the other users, the NYS Education Department, Capital Region BOCES, or other appropriate agency will be authorized to investigate. Unethical or irresponsible use of the system will be referred to the appropriate authorities for disciplinary or legal action. System users have a responsibility to maintain the integrity of the system and to use it only in an authorized and appropriate manner.

Applicant Signature/Title: _____ **Date:** _____

Authorized Name/Title (Print)_____

Authorized Signature/Title: _____ **Date:** _____

Contact number/E-mail _____

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Process for Requesting or Removing a User Account
For NERIC Employees

Requesting a User Account

1. The *User Account Request Form* will be included in the Employee Orientation packet. The mentor who is conducting the orientation or the employee's manager will assist in the completion of the form, and ensure that the form is signed by the person authorizing the creation of these accounts. The completed form will be given to the NERIC Assistant Director of Coordination for processing.

Removing a User Account

1. The staff person who works with the Board of Education meeting minutes (currently Cathy Hulchanski), will send an e-mail message to remind/notify the appropriate manager that there has been a termination of employment or leave of absence and that a network account will be affected.
2. That manager will fill out the *User Account Removal Form*, either on paper or electronically, and forward it to the Assistant Director of Coordination located at NERIC.

Role of the Assistant Director of Coordination

1. The NERIC Assistant Director of Coordination will inform the Coordinator who manages the process of appropriate account(s) to do the desired work. The NERIC Security Office will also ensure that each portion of the work requested on the form is completed.
