



# ***Academic Computing Services, CCCC***

## **Network (LAN) Account Application**

**Date:** \_\_\_\_\_

**Circle one:**      *Full-time Faculty*      *Associate Faculty*  
                    *Full-time Staff*      *Part-time Staff*  
                    *Student Assistant*      *Temporary*

**Name:** \_\_\_\_\_  
*(Please print name legibly)*

**Department:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Room #:** \_\_\_\_\_

**Campus:**      *CYC*      *SCC*      *PRC*  
                    *CPC*      *ALLEN*      *ROCKWALL*

**\* Supervisor's Signature:** \_\_\_\_\_  
*(\* Signature must be on form before the LAN account can be created)*

### **FOR HR USE ONLY**

**Created by:** \_\_\_\_\_ **Date of completion:** \_\_/\_\_/\_\_

**Check for existing LAN account:**      **YES**      **NO**

**GroupWise Account created:**      **YES**      **NO**

**Created on:**      *CYC-A01*      *CPC-A01*      *SCC-A01*  
                    *PRC-A01*      *ALL-A01*      *ROC-A01*

**Container:**      **STAFF**      **ASSOCIATE**      **FACULTY**

**New LAN Account notice sent:**      **YES**      **NO**

# **<sup>1</sup>Academic Computing Services, CCCCD**

## **LAN Security Agreement**

**I, \_\_\_\_\_ , agree to conform to the  
(Please print name)**

**following restrictions in the use of the Administrative LAN:**

- ☐ **Username, passwords, and other security-related information are not to be shared with others.**
- ☐ **District's computer resources will be utilized only for duties required by employment.**
- ☐ **Attempts to gain access to the district's computer resources except through assigned, authorized means is strictly forbidden.**
- ☐ **Copyrights, terms, and conditions of district-owned or licensed software will be respected.**
- ☐ **No software or hardware will be introduced or removed from the LAN without permission.**
- ☐ **E-mail communication is not private and may be subject to scrutiny.**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

<sup>1</sup> *When both forms are completed with the employee's and supervisor's signature, please inter-office mail to Human Resources at CPC. After the account is setup, you will be notified by telephone. Instructions for using the account will be sent through inter-office mail.*