ADMINISTRATIVE ACCOUNT REQUEST FORM

Office of Information Services
Pittsburg State University
109 Whitesitt, Ext. 4602

Administrative accounts at Pittsburg State are used by staff to perform business operations for various departments. Permissions for an administrative account are specified to the designated computer, so the IP address must be recorded. Instructions to obtain that information are below.

Date:_____ PSU ID No. (Required)_____

Name:_____
First MI Last

Check One:
- ☐ Faculty – Dept.:_____
- ☐ Staff – Dept.:_____
- ☐ Student
- ☐ Other:_____

Department Authorization
Signature:_____
Ext._____
IP Address (Required):_____

How to find an IP Address:

Macintosh
1. Pull down Apple Menu
2. Go to Control Panels
3. Click on TCP/IP

IBM
1. Go to Start Menu
2. Click on Programs
3. Click on Command Prompt (may be under Accessories)
4. Type in "ipconfig/all"

I have read, understood, and will comply with the policies listed below on this form.

Signature:_____

Summary of Policy of Ethics for Computer Use

I. Statement of User Responsibility:
- A. To be authorized you must be currently employed by the University.
- B. As an authorized user, 1) you are responsible for the security and use of your computer accounts, 2) you accept full responsibility for your accounts and all activity performed on those accounts.
- C. It is prohibited for any other user than the assigned account owner to use said account(s). You are responsible for preventing unauthorized use of your computer account(s) as well as refraining from using someone else's account(s).

II. Definition of Appropriate Use:
- A. Unauthorized copying, sending or receiving of copyrighted files is strictly prohibited.
- B. It is violation of University policy to use the computer for promoting outside business interests. Computing resources shall not be used for private consulting or personal gain.
- C. Valid uses of computer resources include instructional use in classes, faculty research, and administrative support.
- D. It is violation of University policy to send unsolicited, annoying or obscene messages or mail.
- E. It is inappropriate to examine, or attempt to examine, another computer user's files or mail without permission.
- F. Game playing on university owned equipment is on a resource available basis. If someone needs resources for a valid use (see C. above) then you must end your game and surrender said resource. This includes MUD's, MUCK's Personal Computer games, etc.
- G. Fraudulent use of computer account(s), networks, mail servers, or other resources is a serious violation. Kansas state law (section 21-3755) makes unauthorized access and interference with computer systems, computer date, and other computer users illegal.

III. Possible Sanctions for Misuse:
- A. The Office of Information Services monitors the use of the computer systems and will contact anyone discovered to be hindering normal operations. It is not appropriate to use any computer resources in ways that are detrimental to the normal operation of any computer system or its users.
- B. Upon detection of alleged violation, the Office of Information Services will disable the account and turn all pertinent information over to the appropriate authorities.