

# NETWORK & EMAIL ACCOUNT APPLICATION FOR EMPLOYEES

Please save the form to your computer first, and then fill it out using Adobe Acrobat Reader. Click [here](#) for more instructions on how to complete the fillable PDF form. After completing the form and getting your supervisor's approval, please email the form completed to IT Service Center at [ITServiceCenter@tsu.edu](mailto:ITServiceCenter@tsu.edu) to process your request.

## Applicant Information

Last Name

First Name

Middle Initial

Employee ID Number

Title

Department

Building and Room

Extension

### Employee Type (Check all that apply)

 Faculty Staff Temporary/Contractor Student Worker

## Account Information

### Check all that apply.

 **Group Membership Change**

Add/Remove user from TSU Security and email groups.

 **Change Name**

Updates your Net ID due to a name change.

 **Remote /VPN Access**

Allows for remote access into the TSU network and your TSU PC.

If you are requesting a change to an existing account, please provide your current username (ex., jane.smith@tsu.edu)

Username/ Email Address

## Confidentiality Agreement

The following confidentiality agreement apply to all requests:

I understand that while performing certain assignments, I may come into contact with confidential and proprietary personal information regarding Texas Southern University and/or its employees, students or regents. I understand that it is important to safeguard the confidentiality of this information and therefore agree as follows:

### 1. Confidential Information

I agree that both during and after my employment at Texas Southern University:

- 1.1. I shall keep secret all confidential and proprietary information and not reveal or disclose it to anyone unless required by my supervisor or a University official to do so.
- 1.2. I shall not make use of any of such confidential and proprietary information for my own purposes or for the benefit of anyone other than the University; and
- 1.3. I shall deliver promptly to the University, upon completion of the assignment, any documents (and all copies thereof) constituting or relating to such confidential and proprietary information, which I may have in my possession.

### 2. Enforcement

I acknowledge and agree that any breach of this Agreement by me will cause harm to the University and/or its employees, students or regents. I agree that if I commit a breach of any of the provisions of this Agreement, the University shall have the right to take disciplinary action against me and to otherwise enforce this Agreement.

### Applicant Signature

By signing below, you indicate that you understand and agree to the Confidentiality Agreement stated above:

Signature:

Printed Name:

Date:

### Supervisor Signature

Signature:

Printed Name:

Date:

### Office of Information Technology Use Only

Received By:

Received Date:  Received Time:

Completion Date:  Completion Time:

Completed By:  Applicant Notified:

Assigned Net ID:

Assigned Email Address:

Temporary Password:

- New Password Requirements:
- Must contain at least one (1) upper case letter
  - Must contain at least one (1) lower case letter
  - Must contain at least one (1) number

Photo ID: