

Administrative Account Request for Non-SEU Employee

General principles governing use of computer systems:

1. The owner of the account is responsible for all activity performed under the account. Each person must use his/her own account number and not use any other account number.
2. The owner of the account is responsible for respecting all copyright and contractual agreements concerning use and reproduction of software or documentation.
3. The owner of the account is responsible for maintaining the confidentiality of all data stored in the computer. This is true even if the software system does not enforce this confidentiality.

See the "Technology and Information Policy" at <http://www.stedwards.edu/policy.htm> for more information.

Specific Policies for Non SEU Employees:

1. The account must be used only for functions related to services performed for St. Edward's University.
2. No information obtained by use of this account shall be transferred to anyone outside of St. Edward's University without prior written consent from an officer of the University.
3. The account can be terminated at any time at the sole discretion of St. Edward's University.

I agree to all of the conditions noted above.

_____	_____	_____
Print Name	SSN	
_____	_____	_____
Address	City, State, Zip	Phone
_____	_____	_____
Signature	Today's Date	Expiration Date (max one year)
_____	_____	_____
SEU Employee responsible for this account	SEU Employee Signature	SEU Employee ID Date

- EdShare
 - Corporate Time
 - Admin Database (CARS)
- *Attach a description of the functions to be performed and the access needed.

Submit completed form to:
Computer Services
Campus Mail Box 1025

For Computer Services use only:

User name _____ Password _____ created by _____ date _____