

The University of Memphis

Information Systems

Retiree Computer Account Information Sheet

The Information Technology (IT) division has established the policy of granting retirees of The University of Memphis continued University computer access. In order to retain/obtain computer resource access, the retiree must complete a "Retiree Computer Account" form and return it to the Client Services Support Helpdesk (ADMIN 124). Blank forms will be available in the helpdesk area during regular University hours.

In order to receive a continuation of computer resource access, the retiree must do the following:

- Agree to abide by the University's "Policy for Acceptable Use of Information Technology Resources" as listed below.
- Renew the "Retiree Computer Account" annually. Client Support Services will distribute and process the annual renewal forms.

Policy for Acceptable Use of Information Technology Resources (UofM Policy No.: 2A:03:06A)

The primary purpose of The University of Memphis' information technology resources is to enhance and support the educational mission of the University. Access to the University's technology resources is a privilege granted to University students, faculty, staff, and approved guests. These resources include hardware, software, computer accounts, local area networks as well as connections to other computer networks via the Internet. Everyone using these resources is responsible for using them in an effective, ethical and lawful manner.

All users must refrain from the following activities:

1. Using computing facilities to violate any university policy or regulation, or federal, state or local law;
2. Entering, without authorization, into any account to use, read, transfer or change the contents in any way;
3. Impersonating/misrepresenting another individual's computer account or e-mail username;
4. Granting another individual access to your computer account;
5. Using computing resources to interfere with the work of other students, faculty or university officials;
6. Using computing facilities to send obscene, abusive, threatening, defamatory, or harassing messages;
7. Using computing resources to interfere with the normal operation of university computing systems and connected networks including, but not limited to, introducing viruses, flooding the network with messages, sending chain letters, or unfairly monopolizing resources that results in the exclusion of others;
8. Using university computing resources for profit or commercial purposes.

Intentional failure to comply with this policy will result in action which may include suspension of user privileges. In addition, violations may result in referral for prosecution by local, state or federal authorities.

**The University of Memphis
Information Technology Division**

Retiree Computer Account Sign-Up Sheet

Personal Information

Name: _____

Address : _____

City: _____

State: _____

Zip: _____

Phone #: _____

Retirement Date: (Month/Year): _____

University Computer Account Name (UUID): _____

Social Security Number : _____

Agreement

As a retiree of The University of Memphis, I would like to have access to the computer resources at The University of Memphis. I understand that I will need to renew this agreement annually, and will abide by the University's "Policy for Acceptable Use of Information Technology Resources" as listed on the "Retiree Computer Account Information Sheet" (UofM Policy No.: 2A:03:06A).

Signature: _____

Date: _____

Please drop off form at the IS Helpdesk (ADMIN 124)

For Client Services Support Office Use Only

Renewal Date: _____

Processed By: _____