REQUEST FOR REPORT.WEB ACCESS

University of Houston System

Effective Date

M	M	D	D	Y	Y	Y	Y

Action Requested

☐ **Add User** ☐ **Change/Add Access** ☐ **Inactivate Access**

Employee Information

Name: ***LAST NAME,FIRST NAME MIDDLE INITIAL***

EmplID ☐ **Faculty** ☐ **Staff** ☐ **Other**

Campus _____ **Dept** **Dept No**

Network Domain **UserName**

Department(s) to to be accessed

Phone **Email**

I have read and agree to the Confidentiality Statement and General Security Guidelines for Users Adapted from Computing Facilities User Guidelines (1/91) as attached to this form.

Employee Signature: _____ **Date:** _____

I certify that this application for Report.Web access is necessary for the conducting of official university business.

Manager Signature: _____ **Date:** _____

Confidentiality Statement

I understand that data obtained from any UHS system is to be considered confidential and not to be shared with anyone not previously authorized to receive such data.

General Security Guidelines for Users Adapted from Computing Facilities User Guidelines (1/91)

The University of Houston Department of Information Technology exists to serve faculty, staff and students of the University in support of instructional and research activities. University computing facilities are a public resource and may not be used for personal or corporate profit. The following conditions apply to all users of the computing facilities.

(1) The user shall not seek or reveal information on, obtain copies of, or modify files, tapes or passwords belonging to other users, nor may the user misrepresent others. The user may only use his/her legal name or actual title at the University. Only one person may use a computer account, and that is the person to whom the account was granted.
(2) The user shall not make copies of copyrighted software.
(3) The user shall not use the resources provided by the University for purely recreational or trivial purposes.
(4) The user shall not develop or use programs that harass other users or damage and/or alter the operating system or other existing software.
(5) The user shall not engage in deliberately wasteful practices such as printing large amounts of unnecessary output, performing unnecessary computations, simultaneously queuing multiple batch jobs and holding unused tape drives and telephone lines.
(6) The user shall not engage in behavior that creates an unpleasant environment for other users.

Violations of these conditions are unethical and may be violations of University policy and/or criminal offenses. Users are expected to report any suspected violations to the Customer Services Help Desk at 713-743-1411.

When possible violations are reported or discovered, Information Technology reserves the right to investigate the possible abuse. Certain members of Information Technology may be given the authority to examine files, passwords, accounting information, printouts, tapes or other materials that may aid in the investigation. While an investigation is in progress, access to computing resources may be suspended for the individual or account in question. When possible unauthorized use of computing resources is encountered, Customer Services shall notify the user. Should unauthorized use continue after notification of the user, the matter shall be brought to the attention of the Vice President of Information Technology, which could result in cancellation of access privileges, disciplinary review, expulsion from the University, termination of employment and/or legal action. (For a complete copy of these guidelines, see the University of Houston Computing Facilities User Guidelines (1/91) and the Texas Computer Crimes Statute–Section 1, Title 7, Chapter 33, Texas Penal Code.)