Fax Server Account Application

for faculty, staff and researchers—$5 per month + $8 one-time processing fee

<u>Purpose:</u> This form is to be used by UH faculty members, researchers and staff members to apply for an account on the UH fax server for the purpose of sending and receiving faxes through Microsoft Outlook.

This account is not for general-purpose computing (e.g. using e-mail, compiling programs, etc.). E-mail and general purpose accounts are available through Information Technology Customer Services.

APPLICANT INFORMATION (Please print or type)

_____
Last Name   First Name   Middle Initial

_____
Department   Campus Mail Code   Phone Number

ISO # (on the front of your Cougar Card ID) _____

Microsoft Exchange Electronic Mail Address

At this time only Microsoft Exchange is supported. Your Exchange e-mail address should be xxxxxx@central.uh.edu

☐ My current Exchange e-mail address is_____

☐ I do not have an Exchange account but would like to apply for one now so I can have a fax server account.

I currently use the following operating system to run my Microsoft Outlook electronic mail client:

☐ Windows 95   ☐ Windows 98   ☐ Windows 2000   ☐ Windows NT   ☐ Macintosh

I would like to be able to send long distance faxes.

☐ No   ☐ Yes…I understand that my UH long-distance access code will be billed for long distance faxes I send.

I would like to cancel my current analog fax line and use that fax number with my new fax server account.

☐ No   ☐ Yes…My current analog fax number to be disconnected is _____

SIGNATURES

<u>Applicant:</u>

I have read and understood the information on the back of this form. I agree to comply with the rules as stated therein.

_____
Signature   Date

<u>Certifying Signature:</u>

I authorize $5 per month plus an $8 one-time processing fee to be paid for Fax Server service for the above employee.

Budgets to charge _____

_____
Name   Title

_____
Department   Phone Number   E-mail Address

_____
Signature   Date

Please return this form to the address on the reverse side. Allow one week for processing. If you have a campus address, you will be sent information about the account assigned to you. All others may pick up account information from Customer Services in room 110 Social Work. For questions regarding your account application or for any consulting needs, call the Help Desk at 713-743-1411.   06/02/99

The University of Houston Information Technology Division 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 which 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.)

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Account Information

Information Technology offers Web Server Accounts to all authorized faculty, staff, departments, group or organizations at the University of Houston main campus. This account is to be used in accordance with the "Security Guidelines for Users" (provided above) and the "Computer Facilities User Guidelines". The applicant will be held liable for all usage of this account.

Qualified individuals interested in this service should fill out this Fax Server Account application, obtain the required authorization and return this form to Information Technology Customer Services.

A violation of any of the conditions listed in the security guideline documents listed above may result in the account being disabled. Also, if the holder of the account is separated from the University, the account may be disabled.
_____

Information Technology
ATTN: Customer Services
Room 110 Social Work
University of Houston
Houston, TX 77204-4491

Campus address: ITCS-4491