



Information Systems and Services
 Technology Resource Center
 CPO 2208, Berea, KY 40404
 859.985.3343

Service Account Application

A service account is designed for use by departments, organizations, or groups who require a network login for student workers in their area or for a machine that is accessed by multiple people in the area. The form must be filled out with contact information for the faculty or staff member who will be responsible for the account, signed by a department head, then sent to IS&S.

Additionally, service accounts are valid for one year from the date of their creation. At the end of that year, the accounts are automatically disabled and will need to be renewed.

Requestor Contact Information

Please clearly print the contact information of the faculty or staff custodian for this account.

Print Name

Preferred Service Account Name (no spaces)

B Number (B00XXXXXX)

Phone Extension

Phone Extension For This Account (If Needed)

Department, Organization, or Group

Restrict Account to these Workstations (If Needed)

Briefly describe the purpose of this Service Account: _____

Authorization

By signing this form, you agree to abide by and comply with the terms presented in the "Berea College Computer and Network Policy" which may be found on the Information Systems and Services web page. Some of the key points of the policy are:

- Accept responsibility for all messages sent from this account.
- Use electronic mail primarily for academic and/or administrative purposes.
- Utilize storage space carefully and securely.
- Comply with local, state, and federal laws regarding electronic media, copyrights, security, pornography, obscenity, privacy, and harassment.
- Refrain from propagating chain letters and virus hoaxes.
- Refrain from sending inappropriate mass messages (i.e., spamming users).

Signature of Requestor (Required)

Department Head Signature (Required)

STAFF USE ONLY

Accepted by _____

Account(s) created

Date accepted _____

Initial E-mails Sent

Valid ID Confirmation

Initials & Date _____

Former Contact: _____