

For services on (check one):

Research systems:

- IRES
- IRESWB
- IRESMYSQL

Departmental Web space:

- WWW2
- GROUPS*

Media system:

- Merlin

Databases

- MYSQL

For departmental email accounts on Exchange please use the Exchange departmental account request form available online at <http://www.email.ku.edu/docs/index.shtml>

Create a new account: _____
(First choice login name, lower case, 3-8 characters long) _____
(Alternate choice login name, lower case, 3-8 characters long) _____
(Password: 6-8 characters long using both letters, numbers, and special characters)

Please provide a brief description of the intended use of this account.

User's name _____ User's phone: _____

Discontinue an account and release all files: _____
(Login name)

Users may run CPU-intensive jobs only on research systems. To provide fair access to the CPU, we ask that you run only one CPU-intensive program at a time. Processes running in violation of this policy may be terminated without prior notice.

Users are responsible for making backup copies of their own files. Backing up all important data to a separate system is recommended. Normally system-wide file backups will be used only for recovery after a hardware or software failure.

Users who exceed established disk space limits may be subject to having their account deactivated, and files may be deleted from the system. Disk space use above designated limits requires prior approval. See <http://www.ku.edu/computing/quotas/> for current information about disk space limits and procedures for obtaining additional space. Submit requests for additional space to webservices@ku.edu.

To balance disk use, home directories may be moved from one file system to another (within a system) without prior notice. Users should not write procedures that depend on specific structure above the home directory level.

Class accounts expire at the end of each semester. Organization accounts and departmental accounts must be renewed annually. *Student organizations are encouraged to contact Organizations & Leadership, orgs@ku.edu, to ensure account renewal.

I certify that this account will be used as outlined in the project description above. I agree to comply with the policies of the University of Kansas and KU Information Technology regarding the proper use of this account and the resources which accompany it.

Department name: _____ Cost Center: _____

Signature: _____ Date: _____ Telephone number: _____
(Project director)

Name: _____
(Print or type) _____
(Street address/campus building) _____
(City/State/Zip or campus)

E-mail address to send confirmation to: _____ (Primary account user preferred)

FAX COMPLETED FORM TO:

**The University of Kansas – Information Technology
Departmental or Organizational Web site & File Storage Space Agreement**

1. Departmental Web site & File Storage Space is for the exclusive use of the currently enrolled student, faculty member, staff member, or approved affiliate of the University of Kansas requesting the service (the user). The user is responsible for all use of their registered service.
2. Also note (from Kansas Law K.S.A. 21-3755): Computer password disclosure is the unauthorized and intentional disclosure of a number, code, password or other means of access to a computer or computer network. Computer password disclosure is a class A non-person misdemeanor.
3. Use of this service is regulated by the policies of Information Technology and the University of Kansas regarding proper use of computer resources. Guidelines for KU Web sites are outlined below.
4. If the user withdraws from the University of Kansas, or if the user's employment is terminated, Information Technology will disable and eventually delete his or her Personal Web site & File Storage Space.
5. The user is responsible for making backup copies of any data he or she wishes to protect. No file restores will be performed except for recovery after central computing system hardware or software failure.
6. Users who exceed established disk space limits may be subject to having their Web site & File Storage space deactivated, and files may be deleted from the system.

The following guidelines apply to Web sites published by students, faculty, and staff on systems connected to the University of Kansas computer network (ku.edu).

In general, Web site publishing is considered part of the University mission and is covered by various University policies including:

- *Code of Student Rights and Responsibilities*
- *Handbook for Faculty and Other Unclassified Staff*
- *Kansas Board of Regents Policy*
- *Student Handbook*
- *University Standards for Commercial Advertising and Financial Sponsorship*

Assertions of violations of these policies will be investigated. Grievances will be handled within University grievance procedures (through the following channels: Student Affairs, the Provost's Office, Human Resources, and individual Departments, etc.). If a violation is found, account privileges may be terminated.

- Your Web site must include a name and an active e-mail address in the ku.edu domain of the individual responsible for the site.
- The links on your Web site should be labeled in a way that reflect what readers of your site will find if they follow your links.
- Your Web site may not be used for commercial or for-profit activities.
- Your Web site may not be used to violate any state or federal law.
- Your Web site may not be used to harass or violate the privacy of others.
- Your Web site may not be used to distribute resources that you are not authorized to distribute. This includes, but is not limited to; copyrighted material (e.g., copyrighted software).
- Include a date on every page of your site, and update it when you make changes. If you put the date in the title tag, it will appear in the title bar on the browser.
- If you use the Jayhawk on your Web site, please include the registered trademark symbol ® or the trademark symbol TM. For questions about permitted and appropriate use of the Jayhawk, please contact the Office of Trademark Licensing, 785/864-4650.

Federal and state laws require that university Web pages be accessible to the entire user community in compliance with the Americans with Disabilities Act (ADA). One way to do this is to make your site compatible with the text-only browser called Lynx, because many sight-disabled users access the Web using Lynx. Lynx has limited ability to process frames and tables, and handles images and image maps in nonstandard ways. For more information consult the "Web Accessibility Guidelines for Page Authoring" prepared by the World Wide Web Consortium's Web Accessibility Initiative (WAI) at <http://www.w3.org/WAI/>

Information Technology – Account Management

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