

UMKC Information Services
Request for an Academic Research Account
Faculty and Staff Accounts Only

This form is to be used to request the creation of an account on the Academic & Research Computing System. The primary purpose of this system is to support research and computational instruction at UMKC. Possible uses include the storage and processing of large files, statistical analysis, large database applications, and simulations that involve large amounts of disk space and CPU time. Such accounts must be used in compliance with the **UM Acceptable Use Policy**, a copy of which is appended to this form for your reference.

A research account will only be issued to faculty and staff members who have an active account on the Exchange email system. If you do not already have this type of account, you will need to submit the "Request for an Electronic Mail/Active Directory Account" form, a copy of which can be obtained from your department's IT support staff or downloaded from <http://www.umkc.edu/is/cs/forms/F-S-Acct-Request.pdf>. *All accounts on university computing systems will be deactivated when your affiliation with the university ends.*

Please answer all questions, and return this form to **Information Services, 4825 Troost Ave, Room 102**. Upon creation of the account, this form will sent to your area's Information Technology support person for installation or distribution of any necessary software.

Please Print or Type:

1. Applicant's Name: _____ 2. Phone #: _____

3. Campus Address: _____ 4. UMKC Email Address: _____

5. Title: _____ 6. Department: _____

7. Classification (Check one): Faculty Staff Adjunct Faculty
 Other or Affiliate, please specify: _____

8. **Applicant's Signature:** _____ Date: _____

9. Approval (*for the 'Adjunct Faculty' and 'Other' classifications only*):

Faculty Member's or Sponsor's Name (please print): _____

Faculty Member's or Sponsor's Department: _____

The Faculty Member / Sponsor, by signing below, assumes responsibility for the applicant's hardware and software training, and instruction on all applicable policies and guidelines.

Faculty Member's or Sponsor's Signature: _____ Date: _____

This area to be filled out by Information Services Staff Members Only

Academic Research Account Information:	
Username:	
Temporary Password:	

UM ACCEPTABLE USE POLICY

Bd. Min. 9-14-00.

110.005 ACCEPTABLE USE POLICY

This policy applies to all users including faculty, staff, students, and guest users of University of Missouri computer networks, equipment, or connecting resources.

A. UNIVERSITY INSPECTION OF PERSONAL ELECTRONIC INFORMATION --

Electronic information on University networks or equipment, including, but not limited to, electronic mail and personal information, is subject to examination by the University where:

1. It is necessary to maintain or improve the functioning of University computing resources;
2. Where there is a suspicion of misconduct under University policies, or suspicion of violation of Federal or State laws; or
3. It is necessary to comply with or verify compliance with Federal or State law.

B. ACCEPTABLE USE GUIDELINES

1. Responsibilities of Users of University Computer Resources:

- a. Respect the intellectual property rights of authors, contributors, and publishers in all media.
- b. Protect user ID, password, and system from unauthorized use.
- c. Adhere to the terms of software licenses and other contracts. Persons loading software on any University computer must adhere to all licensing requirements for the software. Except where allowed by University site licenses, copying software licensed for University use for personal use is a violation of this policy.
- d. Adhere to other University and campus policies, including the Collected Rules and Regulations of the University of Missouri, and, if applicable, the University Business Policy Manual, Human Resources Manual and policies established for a specific resource.
- e. Adhere to data access policies of the University or those established by law.
- f. Use University computer resources in a manner that is compliant with University policies and State and Federal law.

2. Prohibited Uses of University Computer Resources:

- a. Unauthorized or excessive personal use. Use may be excessive if it overburdens a network, results in substantial use of system capacity, or otherwise subjects the institution to increased costs or risks (employees additionally may be subject to discipline for unauthorized or excessive personal use of computer resources.)
- b. Uses that interfere with the proper functioning of the University's information technology resources.
- c. Uses that unreasonably interfere with the ability of others to make use of University computer resources.
- d. Attempting to gain or gaining unauthorized access to the computer system, or files of another.
- e. Use of University computer resources to infringe the intellectual property rights of others.
 - e. Use of University computer resources for personal profit, except as permitted under the University's conflict of interest policy.

C. ENFORCEMENT OF ACCEPTABLE USE POLICY -- Violation of the Acceptable Use Policy may result in a denial of access to University computer resources, and those disciplinary actions provided or authorized by the Collected Rules and Regulations of the University of Missouri.