

UMKC Information Services (IS)
Request for an Electronic Mail/Active Directory Account
Faculty and Staff Accounts Only



This form is used to request a faculty/staff account for the Microsoft Exchange electronic mail system. If your unit is provided file and print services by Information Services, this same account is used to access those services. This account must be used in compliance with the UM Acceptable Use Policy, a copy of which is provided with this form for your reference. **The accounts become deactivated when your affiliation (including retirement) with the University ends.**

Normally the account name is derived by starting with the person's full last name and then attaching the first initial of the first name (for example, DoeJ for John Doe). Since account names must be unique, if that name is already in use, letters from the first and middle names are combined to create a unique account name **Once your account has been created, IS Support Services or your IT liaison, as appropriate, will contact you with your account name and password.** For a list of IT liaisons, please visit <http://www.umkc.edu/is/support/liaisons/>. **Please note that all account requests must be approved by the departmental IT liaison, director or dean (or a designee) as appropriate.**

Applicant Information (please print) Move account from another UM campus Convert from student to faculty/staff account

Full Name (First Middle Last) _____ Employee ID (EMPLID) #* _____

Title _____ Department _____

Campus Address _____ Phone # _____

Classification (Check one) Faculty Staff Adjunct Faculty (requires approval)

_____ Other, Affiliate** (specify) _____

_____ Department/Organization (specify) _____

Applicant Alternate E-mail Address* _____

Applicant's Signature _____ Date _____

Approval to Create the Account (please print) - Required

Sponsor/Approver Name _____ Phone # _____

Department _____ MoCode** (if necessary) _____

Sponsoring EMPLID (if necessary)* _____ Sponsoring SSO username (if necessary)* _____

Sponsor/Approver Signature _____ Date _____

When you have filled out this form completely, please return it to the Call Center or the IT liaison for your department as appropriate. If you have questions, please contact the Call Center at 816-235-2000.

Completed forms can be faxed or mailed by IT liaisons to:
UMKC Call Center
4825 Troost, Room 102
Fax: 816-235-6503

***All accounts require an EMPLID for creation.** Applicants without EMPLIDs must include the EMPLID and signature of a sponsor under the Approval to Create section of this form. Additionally, applicants without EMPLIDs must provide an alternate e-mail address for contact purposes.

****Sponsoring departments of affiliates (individuals who are not faculty or staff) will be required to pay for these services.** The rate is \$30 per year, prorated at the midpoint of the fiscal year (December 31). Please provide a MoCode and approving signature for payment. University supported accounts are provided at no cost to faculty and staff.

Date Received	
Username	
Account Creator	
Date Created	

The following area to be filled out by Information Services staff members only.

- Account verified via OWA.
- Account already exists—no action taken.
- Account moved from _____

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.
 - f. 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.