

INFORMATION RESOURCES RESPONSIBILITY STATEMENT

Responsible Computing: I must maintain the integrity of the Department, College, University, and System information resources and facilities; respect the rights of other computer users; and comply with all relevant laws (local, state, federal, and international), rules (departmental, college, university and system), and contractual agreements. I understand that Texas Administrative Code (**Title 1, Part 10, Chapter 202, Sub-Chapter C, Rule 72**) requires that I acknowledge my information security responsibilities

Information Resources and the Texas Public Information Act: I understand that the computers, software, network, and information within them are all owned by the people of Texas. I can only use these information resources for their defined purpose, and I understand that I am accountable for all my actions relating to information resources as specified by the Texas A&M System Ethics Policy (<http://policies.tamus.edu/07-01.pdf>). I understand that I may make incidental use of these information resources as governed by Texas A&M University rule 29.01.03.M3. Incidental use does not include downloading software, endangering computing security, performing unauthorized activities that lead to income outside the scope of my employment at Texas A&M University except as authorized by the University, more than minimal and occasional use, or activities that result in a cost to the University.

I understand that I am accountable for all my actions involving University-owned computers and licensed software. I also understand that installation of any software, hardware, or peripheral devices on University computers will require the approval and assistance of a system administrator. I will not duplicate any software from the computers or network except as permitted by the software licensing agreements.

I understand that any citizen can request any State information under the Public Information Act including my email but excluding certain records as specified by law such as student files; medical files; home addresses and phone numbers; specified strategic historical, legal and financial information; or certain information about the development of technical and scientific products (<http://www.statutes.legis.state.tx.us/Docs/GV/htm/GV.552.htm>). Information System Administrators will protect my privacy as granted by law; however, privacy is mitigated by Texas Public Information Act, authorized administrative review, computer system administration, and audits.

Workstation and Network Security: I will only use the network account(s) that have been assigned to me. I must protect our information resources by using strong passwords and guarding information systems access. I will take appropriate security precautions such as locking my workstation operating system when I foresee being away from my desk, using strong passwords and not writing my password down and storing it near my computer. Also, I will not attempt to subvert the computer and network security systems. I will report anything I think might be a breach of computer or network security to the information technology staff as soon as I am able. I must complete Information Security training annually or my account will be suspended until I complete the training. I understand that I can meet this requirement through the Single Sign-In (SSO) TrainTraq application course 3001, "Information Security Awareness".

I understand that it is my responsibility to report misuse to the person's supervisor, department head or directly to the Dean. If the misuse involves a security breach, I will report it to College IT staff as well. If I violate the provisions of this statement, I understand that disciplinary action may be taken against me up to and including termination of employment and appropriate criminal legal action.

Employee UIN

Printed Name

Date

Witness UIN

Printed Name

Date

Liberal Arts Onboarding Request

If a user only needs to sign into a windows computer this form is not needed.

User's NetID

User's Job Title

Please select your group:

Faculty

Staff

Student

All Onboarded users receive a personal network drive (H drive) and general access to their department network drive (S drive).

Some users need special access to network folders. Please list what security group or folder you give this user permission to use (if an existing user has the same access that the new user will have, please indicate who so we can match their access.):

User name to copy access permissions from:

Does the user need an Exchange email account? Yes No

Do they also need access to a shared email or room calendar? If yes, please list:

Does the user need membership to an Exchange email list? If yes, please list:

Indicate what networked printer/copier/scanner the user needs access to (if any):

Last 4 digits of user's UIN:

Does this user need to be added to the Liberal Arts Faculty or Staff listserv?

Faculty listserv

Staff listserv

Neither, this user is a student

To submit the new user's account request, please attach this completed document to an email and send it to the Liberal Arts IT team at LiberalArtsIT@tamu.edu with the subject line: "Onboarding – DEPT new users' name" (without the quotations).

Account Details

Please give a copy of this page to the new employee for his/her records.

Most **onboarding requests are completed** within 48 hours (excluding weekends).

To **sign into a computer**, the user ID will be your NetID.

Windows: The password for Windows users is your NetID password.

Mac: A temporary password will be generated and provided to Mac users. Upon first logon, you will be prompted to change your password.

The College's Password Policy **for Mac users** follows that of the University Password Policy:

- Passwords must contain at least eight characters and no more than 128 characters.
- Passwords must contain at least one uppercase letter and one lowercase letter.
- Passwords must contain a non-alphabetic character, such as numbers or any special characters on a standard keyboard, including a space.
- Passwords cannot consist of a single dictionary word, but can contain multiple dictionary words.
- Passwords cannot contain words connected to Texas A&M culture, including but not limited to aggie, whoop, hullabaloo, bonfire, and reveille.
- Passwords cannot contain your birthdate, UIN, or NetID (username).

Your password can be a sentence or a phrase, but cannot be a single dictionary word. Passwords that are too simple will not be allowed.

If you have trouble, please contact the IT staff at LiberalArtsIT@tamu.edu, or visit <http://help.cla.tamu.edu> to view the Knowledge Base. Additional IT related information can be found at <https://liberalarts.tamu.edu/it-services>.

IMPORTANT: Please be aware that during the academic year (late August-early May) the accounts of non-faculty/staff that are not used at least once every 180 days will **lose access to network resources (exchange accounts and network folders)**. This ensures that accounts that are not being used are removed to reduce potential security risks.