



Connecting your personal computer to the network

PLEASE PRINT/Do not abbreviate

Name: _____ Last Name : _____

Unit: _____ Depature Date (yyyy/mm/dd): _____

Location where you want to connect your PC (Check Bldg, write Room#): BCI _____

Naos _____ Gamboa _____ Tupper _____ Bocas _____ Ancon _____ Galeta _____

Phone Number: _____ Email: _____

I am a SI: Employee Contractor Intern Volunteer Other _____

IMPORTANT NOTE: If you plan to use STRI network resources, such as: network printers, shared folders or any other application, you must apply for a network account.

Responsibilities & Conditions

- Before connecting your computer to the STRI Network, you must read and agree with all the rules in the SD-931 document.
- As security policy, you can not use any P2P software, such as Skype, Limewire, Ares or Torrents on the Smithsonian network. OIT Help Desk personnel will remove or disable any P2P software on your computer.
- According to IT procedures and policies, you must have an updated antivirus installed in your computer. SI will not provide this software.
- You cannot assign an IP number to your computer, share your network configuration or take the network information from other equipment for your computer.
- Users should not break copyright laws while connecting their computer into STRI Network. Any software without license should be removed from the computer by the user.
- The OIT Help Desk personnel will install all missing Microsoft security patches to your computer and configure the IP address.
- The OIT Help Desk personnel have the authority to audit, without warning, all the computers connected to the STRI network.
- The OIT Help Desk personnel have to inspect your laptop every time you come back from overseas; otherwise, you won't be able to reconnect it.

I agree will all of the above conditions and responsibilities; and understand that I am required to observe the policies and procedures stated in the Smithsonian Directive 931.

Name (Please Print): _____

Signature: _____ **Date:** _____

For Help Desk use only:

Help Desk Ticket Number: _____ Date of Request: _____

Return this form to the following address:

*OIT Help Desk, Tupper, 709
Fax: (507)212-8118*