

Print this Page

Network & Exchange Account Request

To request a network and email account you must fill, print and sign this form and deliver it to OIT at Tupper #709 or Fax it to 212-8118. Accounts will not be created until we receive the signed form. Please make sure the computer you are using to complete the form has a printer available.

- Services Needed :**
- First Name :**
- Middle Initial :**
- Last Name :**
- Organization Code :** 340000 STRI-SI TROPICAL RESEARCH INST
- 6-Digit Dept code :**
- Bldg Location :**
- Room Number :**
- MRC :** 580
- Lab :**
- Employee Status :**
- Job Title :**
- Non STRI/SI Email Address :**
- Telephone :**
- Departure Date :**
- Sponsor/Supervisor :**
- Email Address :**
- Distribution List :**

Rules of the Road for Users of Smithsonian Computers and Networks

Don't Conduct Unauthorized Business on Smithsonian Systems or Networks. The Smithsonian prohibits the use of any means of electronic communication to: Harass or threaten other users or interfere with their access to SI computing facilities. Send, forward or request racially, sexually, or ethnically offensive messages. Search for or use websites that involve hate groups or racially offensive or sexually explicit material. Send fraudulent e-mail. Break into another computer or mailbox. Promote ventures involving personal profit such as on-line brokering. Post personal opinions to a bulletin board, listserv, mailing list, or other external system using a Smithsonian userid except as part of official duties (inclusion of a disclaimer that such statements are not those of the Smithsonian does not make this activity permissible). Violate any software licensing agreement (for example using software that hasn't been purchased, or distributing unlicensed software). Participate in chain letters. Disclose confidential business information. Create or maintain a personal web site. Send mass mailings of a non-business nature. **Don't Overload System Resources:** Avoid sending an e-mail attachments larger than 20 megabytes. Minimize downloading audio or video files from the Internet. Do not use the Internet to watch videos, listen to the radio, or make telephone calls. Archive e-mail messages you need to keep after you have read them. Delete those you no longer need. **Don't Use Unapproved Software or Hardware:** Do not download software from the Internet, or purchase and install it, unless it is specified in the Technical Reference Model maintained by the OCIO. Do not add hardware to a PC without the approval of the OIT. Do not modify system files or settings, or delete software, on your PC without prior approval.

User's Signature: _____

USER AGREEMENT

Smithsonian Institution computers and networks are to be used for purposes that benefit the Institution and assist in fulfilling its mission. Incidental and occasional personal use is permitted if such use is consistent with Smithsonian Directive 931, User of Computers & Networks, which is available under policies on PRISM.

You are expected to comply with the provisions of SD 931, to act in responsible manner, and to respect the security of all systems to which you have access. You must maintain the security of the system for which you are responsible so that it does not provide a means of unauthorized entry to other parts of the Smithsonian network.

Please refer any questions to the Smithsonian Institution's Information Technology Security Staff at 202-633-6000.

I have read Smithsonian Directive 931, Use of Computers & Networks, and understand that I am required to observe the policies and procedures stated in it. Furthermore, I understand that I am required to complete the online Computer Security Awareness (CSAT) within 30 days of the activation of my Smithsonian network account.

Print User's Name :

Unit : STRI

User's Signature : _____

Date :

STRI NETWORK ACCOUNT

An active directory account has been established for the individual named in the attached application. Please create a HEAT ticket to document this action.

Account Name :

Date :

: This individual should be included in the PRISM directory

Service Desk Request No. : _____

If you have questions about this, please contact Jose Sevillano at sevillanoj@si.edu
Phone: (US) 703.487.3770 Ext. 4357 or (Panama) +507.212.8000 Ext. 4357

APPROVAL (MANDATORY)

Approving Official's (Supervisor) :
Name :

Approving Official's Signature : _____

Date :

FOR NON – EMPLOYEES ONLY

Smithsonian Institution provides computers and network access to people who are not SI employees (e.g. contractors, volunteers, interns). All non Smithsonian employees who request access to computers and network resources must have a sponsor who is a Smithsonian employee.

Requests submitted by a non SI employee must be accompanied by this form.

- I understand that I am responsible for any harm caused by the person I am sponsoring, to the SI network and computers.
- I understand that I am responsible for notifying the OIT Help Desk as soon as this person no longer needs a computer or network access.
- I understand that if I leave this unit, or the Smithsonian, I must notify the OIT Help Desk.

Name :

Sponsor Signature : _____

Date :

Sponsor's Name: :

Sponsor's Email Address :

Sponsor's Phone Number : _____