

# TEXAS SOUTHERN UNIVERSITY

Office of Information Technology

Hannah Hall – 320

## NETWORK & EMAIL ACCOUNT APPLICATION FOR EMPLOYEES

### Applicant Information

Last Name

First Name

Middle Initial

Employee ID Number

Title

Department

Building and Room

Extension

#### Employee Type (Check all that apply)

Faculty       Staff       Temporary/Contractor       Student Worker

### Account Information

#### Check all that apply.

New Net ID and Email Account  
*Permits access to the TSU network and your TSU PC; creates your TSU email account.*

Change Net ID  
*Updates your Net ID due to a name change.*

Remote /VPN Access  
*Allows for remote access into the TSU network and your TSU PC.*

If you are requesting a change to an existing account, please provide your current Net ID.

User ID/Net ID

### Confidentiality Agreement

The following confidentiality agreement apply to all requests:

I understand that while performing certain assignments, I may come into contact with confidential and proprietary personal information regarding Texas Southern University and/or its employees, students or regents. I understand that it is important to safeguard the confidentiality of this information and therefore agree as follows:

#### 1. Confidential Information

I agree that both during and after my employment at Texas Southern University:

- 1.1. I shall keep secret all confidential and proprietary information and not reveal or disclose it to anyone unless required by my supervisor or a University official to do so.
- 1.2. I shall not make use of any of such confidential and proprietary information for my own purposes or for the benefit of anyone other than the University; and
- 1.3. I shall deliver promptly to the University, upon completion of the assignment, any documents (and all copies thereof) constituting or relating to such confidential and proprietary information, which I may have in my possession.

#### 2. Enforcement

I acknowledge and agree that any breach of this Agreement by me will cause harm to the University and/or its employees, students or regents. I agree that if I commit a breach of any of the provisions of this Agreement, the University shall have the right to take disciplinary action against me and to otherwise enforce this Agreement.

## Applicant Signature

By signing below, you indicate that you understand and agree to the Confidentiality Agreement stated above:

Signature:

Printed Name:

Date:

## Supervisor Signature

Signature:

Printed Name:

Date:

## Office of Information Technology Use Only

Received By:

Received Date:

Received Time:

Completion Date:

Completion Time:

Completed By:

Applicant Notified:

Assigned Net ID:

Assigned Email Address:

Temporary Password:

- New Password Requirements:
- Must contain at least one (1) upper case letter
  - Must contain at least one (1) lower case letter
  - Must contain at least one (1) number

Photo ID: