

# Network/E-mail Account Application

PLEASE PRINT LEGIBLY

Hire Date: \_\_\_\_\_ Date: \_\_\_\_\_

Preferred First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Department: \_\_\_\_\_ Position: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Campus (Check ONE only)

- |  |   |
|--|---|
| <input type="checkbox"/> Big Spring                                  | <input type="checkbox"/> Exempt               |
| <input type="checkbox"/> San Angelo (W TTC)                          | <input type="checkbox"/> Non-exempt           |
| <input type="checkbox"/> San Angelo (St Johns)                       | <input type="checkbox"/> Full-time Faculty    |
| <input type="checkbox"/> Southwest Collegiate Institute for the Deaf | <input type="checkbox"/> Part-time Faculty    |
| <input type="checkbox"/> Correctional Studies                        | <input type="checkbox"/> Non-exempt Part-time |

(Non-exempt Part-time Requires Approval)

\_\_\_\_\_  
Director's Signature

**Agreement:** (Please read and sign.) I will uphold the Information Technology Resources and Acceptable Use Policy 4.8 in the Employee Handbook concerning the use of Internet and email for educational purposes only. Failure to comply with all rules will result in immediate suspension of computer privileges and further disciplinary action.

Policy 4.8 establishes usage guidelines for the utilization of district-owned information resources of Howard College. These restrictions support federal and state laws, Department of Information Resources (DIR) requirements, and policies of Howard College.

I understand the above information and agree to adhere to all policies. I will not use the HC Internet site and e-mail to receive and/or send inappropriate materials, advertising, or solicitations.

\_\_\_\_\_  
Faculty/Staff Signature

IT Staff Only:

Completed: \_\_\_/\_\_\_/\_\_\_ By: \_\_\_\_\_