

UL Lafayette Temporary Account Application
*(ALL of the information below is **required**, before an account can be generated.)*
Return completed form to Human Resources

Name: _____ SSN#: _____ Date of Birth _____
 Address: _____ City _____ State: _____ Zip _____
 Phone: _____ Email Address _____
 Sponsor: _____
 Effective Date _____ End Date _____ (max 12 months)
 Dept Name: _____ Banner Dept. Code: _____ Dept Phone: _____

UL Lafayette provides computer and network access to facilitate your personal work and/or study responsibilities at UL Lafayette. Personal enrichment activities may be acceptable, if not consuming critical resources or otherwise interfere with such use.

- Use for personal profit or to operate a business is not acceptable and may be grounds for the loss of computing privileges.
- Use on behalf of an organization, even a nonprofit one, is only acceptable if **prior** approval is received in writing from the UL Lafayette administration.
- **Never allow someone else to use your account!** You are responsible for usage under the access codes issued to you. **Keep your password secret!**
- Use of someone else's account or otherwise electronically impersonating another is unacceptable and may be grounds for loss of computing privileges for either or both accounts.
- Use of computer or network facilities that interfere with, annoy, or harass other computer users, whether at UL Lafayette or at any other site throughout the world, is unacceptable and may be grounds for loss of computing privileges.
- The University is co-owner of any files you create. A system administrator may inspect your files to resolve system problems. Anyone who sponsors or supervises your computing activities will also have access to inspect your files.
- You may be billed for inappropriate use, deliberate wasteful or destructive use of resources, and for staff time required to investigate and resolve problems resulting from inappropriate use.

I am requesting this computing account for my own use and will be responsible for any computing activities done on this account. I am responsible for knowing UL Lafayette policies governing the use of computing facilities and networks. I understand that my computer use is also subject to all applicable State and Federal laws.

Access Reason (select only one)	Description	INB Code
Non Degree Seeking Students	Intensive English Program, Visiting Scholars	NONDEG
Non Paid Affiliate	3rd party vendors/contractors, Credit Union/Foundation Employed	NPAFFL
Pending Hire - Faculty	pending faculty hire, waiting for pending PAF approval	PHFACU
Pending Hire - Staff	pending Staff hire, waiting for pending PAF approval	PHSTAF
Research Affiliate	Researchers collaborating with UL employees, unpaid	RESAFF
Temporary Part-time	Sporadically employed/limited duration	TEMPPT

For office Use Only:

User ID	
Date Issued	
Registered By	

 Printed Name of Account Owner

 Printed Name of Sponsor

 Printed Name of Dept. Head

 Signature of Account Owner

 Signature of Sponsor

 Signature of Dept. Head