

Request for UC Davis Departmental Computing Account

Please **TYPE** information directly on form and then print to obtain signatures.

When complete, fax to IT Express at **(530) 754-8470**

Date: MM-DD-YYYY

Requestor's Name:

Department:

Phone: (XXX) XXX-XXXX

Employee ID#:

Mail ID Requested: @ucdavis.edu

*Login ID Requested: (two [2] to eight [8] characters maximum)

Display Name: This will be displayed in the Global Address List

***Note: Campus login IDs MUST BE BETWEEN 2 AND 8 CHARACTERS IN LENGTH (alphanumeric only / letters and numbers ok, no special characters allowed).**

***** Requests including Login IDs of more than 8 characters will not be processed.**

Campus mail IDs may be up to 32 characters in length (alphabetic/letters only, no special characters or numbers).

Usage:

A campus department may submit a request for a departmental account when existing email options do not meet their needs. To accommodate these cases, IET can authorize a departmental account that is shared by a number of people. Departmental accounts have a higher security risk associated with them because they use shared passphrases. To decrease the risk, IET assigns the ownership of the account to the department and the administration of it to a specific individual.

Administrator Information:

Only career staff/faculty members of the specific UC Davis department can administer departmental accounts. Students, student employees, and casual or temporary employees cannot oversee these accounts.

Although the department "owns" the account, the requestor will be the "administrator" of the account, and is responsible for its use and maintenance. He/she will be the contact person for any issues that might arise from its use. As with all UC Davis accounts, these include responsibility for any abuse of that account arising from infractions of relevant policies, e.g., the Computer and Network Use Policy: <http://manuals.ucdavis.edu/PPM/310/310-23a.htm> and UC Davis Electronic Communications Policy: <http://manuals.ucdavis.edu/PPM/310/310-23.htm>

One of the administrator's responsibilities is to notify the IET Accounts Administrator at ithelp@ucdavis.edu when they terminate their association with the department so that a new administrator can be assigned custody of the account. The administrator is also responsible for changing and re-issuing the passphrase when an individual using the account leaves the group.

The account must be used strictly for University business and only by the UC Davis department for which it is issued.

Departmental Account Questionnaire:

Your answers to the questions below will help us to determine what available options can best meet your departmental email needs. Please attach additional pages as needed.

1. Estimated number of users? (individuals who will have the login and passphrase)

2. Will students have access?

Yes No

3. Do you require any of the following services for the account?

DavisMail Google Apps (no DavisMail) Box.com Office 365

uConnect (on-prem), Requires recharge #

4. Please describe in detail your department's need and purpose for a special departmental login account.

I agree to fulfill the administrator duties stated above, to take responsibility for the activity on this account for the purpose stated above, and to ensure its security.

I am currently a career staff employee or faculty member of UC Davis.

Requestor's signature: _____ Date: _____

Print Full Name of Requestor: _____ Date: _____

Dept. Chair / MSO signature: _____ Date: _____

Name of Dept. Chair / MSO: _____ Date: _____

Completed Petition:

Please print out the completed petition and return it by fax to IT Express at (530) 754-8470. You will be contacted with instructions for setting the passphrase on the account.

The completed petition will be kept on file by IT Express.

** Incomplete forms will not be processed. **