

## Division of Information Technology

DoIT Help Desk • (910) 521-6260 • [helpdesk@uncp.edu](mailto:helpdesk@uncp.edu) • [www.uncp.edu/doit](http://www.uncp.edu/doit)

**Submit the original hard copy to DoIT Help Desk (D.F. Lowry Bldg., Room 110)**

Use this form to apply for a server, application or database account for which there is no specific application form. Use a separate application for each instance.

### APPLICANT

<i>Last Name:</i>	<i>First Name:</i>	<i>Middle Name:</i>
<i>Department:</i>	<i>Campus Phone:</i>	<i>Instance:</i>

### PROVISION OF ACCESS AND RESPONSIBILITY OF USERS

This is an application to access information systems of the University of North Carolina at Pembroke. Access to these systems is a revocable privilege governed by federal and state legislation and the policies and regulations of the University of North Carolina, UNC Pembroke and the Division of Information Technology.

Users assume the responsibility for their actions and are required to follow sound, secure and ethical computing practices as outlined in the Appropriate Use Policy (DoIT 0103), Electronic Information Management and Security Policy (DoIT 0107), Network Policy (DoIT 0307), the Information Classification Security Policy (DoIT 0207), and other policies available at <http://www.uncp.edu/student-life/student-services/information-technology/policies>. Users must promptly report any violations of policy or procedures to the Division of Information Technology. Other responsibilities apply under the previously mentioned legislation, policies and regulations. If you have any other questions, you may contact the DoIT Helpdesk at (910) 521-6260.

### DESCRIPTION OF ACCOUNT AND ACCESS PRIVILEGES

Provide a complete description of the request and duration required.

By signing this document, the applicant agrees to abide by these conditions and acknowledges that he or she has not altered this document from its original form. The applicant acknowledges that failure to comply with any policies or regulations mentioned above may result in penalties, including but not limited to the revocation of access.

<i>Signature of Applicant</i>	<i>Date</i>
<i>Signature of Supervisor</i>	<i>Date</i>
<i>Signature of Data Steward or Data Manager (if required)</i>	<i>Date</i>

**Division of Information Technology Use Only**

<i>DoIT Access Control Approval</i>	<i>Date</i>	<i>Username</i>
<i>Completed</i>	<i>Date</i>	<i>Account Type</i>