

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: