INSTRUCTIONAL COMPUTING & INFORMATION TECHNOLOGY

Professional Development and Support Services

CUNY Portal and NetID Account Creation Request Form for New Faculty

☐ **CUNY Portal Account**
e.g Blackboard, CUNY eMall

☐ **Hunter NetID**
e.g Hunter E-Mail, Webgrade

☐ **Update Information**
e.g Social Security, DOB

Instructions: Enter information exactly as you have provided to your department.
Personal information collection is for account creation only. **The form must be filled out completely in order for the request to be processed. The one exception is the Course # / Course Name.**

First Name:
Middle Name:
Last Name:
Social Security #:
Date of Birth:
Postal Address:
City / State / Zip:
Alternate Email Address:
Department (at Hunter):

This section can be left blank if you have not yet been assigned your semester's teaching load.

Course #(s)	Course Name(s)

I have read this form and The City University of New York Computer User Responsibilities

X_____

If you have questions or concerns about this form or process please feel free to email accounts@hunter.cuny.edu or call the accounts administrator at 212-650-3523.

Please fax completed form to (212) 772-5799

Please read "**The City University of New York Computer User Responsibilities**." See below.

The City University of New York Computer User Responsibilities

http://hr.hunter.cuny.edu/policies/computeruser.html

NOTE: The City University of New York Computer User Responsibilities is a statement originally prepared by the University's Computer Policy Committee. It underwent review by the University Faculty Senate and the CUNY Office of the Vice Chancellor for Legal Affairs.

The computer resources** of The City University of New York must be used in a manner that is consistent with the University's educational purposes and environment. All users of computer resources are expected to act in a spirit of mutual respect and cooperation, and to adhere to the regulations for their use set forth in this document. As a user of CUNY computer resources:

- You must have a valid authorized account to use computer resources that require one and may use only those computer resources that are specifically authorized. You may use your account only in accordance with its authorized purposes and may not use an unauthorized account for any purpose.
- You are responsible for the safeguarding of your computer account. For a mainframe computer account, you should change your password frequently and should not disclose it to anyone. You should take all necessary precautions in protecting the account, no matter what type of computer resources you are using.
- You may not circumvent system protection facilities.
- You may not knowingly use any system to produce system failure or degraded performance.
- You may not engage in unauthorized duplication, alteration or destruction of data, programs or software. You may not transmit or disclose data, programs or software belonging to others and may not duplicate copyrighted material.
- You may not engage in abusive or improper use of computer hardware. This includes, but is not limited to, tampering with equipment, unauthorized attempts at repairing equipment and unauthorized removal of equipment components.
- You may not use computer resources for private purposes, including, but not limited to, the use of computer resources for profit making or illegal purposes.
- You may not use computer resources to engage in abuse of computer personnel or other users. Such abuse includes the sending of abusive, anonymous, or unsolicited messages within CUNY or beyond via network facilities.
- The use of college computer resources may be subject to college regulations, and you are expected to be familiar with those regulations.
- These regulations and college regulations are subject to revision. You are expected to be familiar with any revisions in regulations.

The University reserves the right to monitor, under appropriate conditions, all data contained in the system to protect the integrity of the system and to insure compliance with regulations.

Any user who is found to be in violation of these rules shall be subject to the following:

- Suspension and/or termination of computer privileges;
- Disciplinary action by appropriate college and/or University officials;
- Referral to law enforcement authorities for criminal prosecution;
- Other legal action, including action to recover civil damages and penalties.

** "Computer Resources" is an inclusive term referring to any and all computing/information technology: hardware, software and access. Hardware includes, but is not limited to, terminals, personal computers, workstations, printers, mice, monitors, cabling, peripheral devices. Software includes, but is not limited to, mainframe shared software, networked software, and stand-alone software residing on personal computers. Access includes, but is not limited to, accounts on timesharing systems as well as access to stand-alone personal computing systems and other relevant technology.

Revised 1/95

This statement is also available on CUNYVM as a file: ETHICS POLICY Y. If you have any questions about the statement please contact the CUNY Help Desk at 212-541-0981 or via e-mail: ctrcu@cunyvm.cuny.edu .