



CUNY Portal Account Creation Greenscreen Request Form for New Employees

The CUNY Portal is the access point for Blackboard and library journals in the CUNY system.

Instructors: please first confirm with your department administrator that you are registered in WebTeachingLoad as the Instructor of Record for the required course prior to submitting this form.

Account creation requires the signature of your hiring manager, department chairperson or designated departmental administrator. Please also read over **The City University of New York Computer User Responsibilities** (back of page/pg.3).

One day after submitting this form, visit www.cuny.edu to activate your CUNY Portal account.

If you cannot create your account after **48 hours**, please email accounts@hunter.cuny.edu.

For assistance creating your CUNY Portal account, view the online tutorials on the ICIT Technology Teaching & Learning website: <http://www.hunter.cuny.edu/icit/trc/tutorials/index.shtml>

Please provide a Hunter or CUNY email address that you will use to communicate in Blackboard and use as your primary CUNY Portal email.

Hunter College new hires are eligible for a Hunter College email account after entry in the Human Resources system. The Hunter College email request form is located on the ICIT website: <http://www.hunter.cuny.edu/icit/assets/emailAcct.pdf>. **If you are changing your email address, please request an email field update to your employee record with Human Resources.**

If you are a graduate student, non-traditional student and/or an employee transferring from another CUNY campus, and have an active CUNY email account with another school in the CUNY system, please use this email address.

Instructions: Enter information exactly as you have provided to your department or are almost positive that it will be entered in the Hunter College Human Resources system. Errors in social security number, date of birth and name fields can cause duplicate accounts at the CUNY Portal. Please direct official personal information changes to Hunter College Human Resources (employees) or to the Registrar (students). **Personal information collection is for account creation only. ICIT will shred your social security & date of birth information within 7 days of collecting this form.**

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

X _____

First Name:	<input type="text"/>	entered by/ date/
Middle Name:	<input type="text"/>	
Last Name:	<input type="text"/>	
Hunter or CUNY Email Address:	<input type="text"/>	
Department:	<input type="text"/>	
Approval Signature:	<input type="text"/>	
Course #/ Community Name:	<input type="text"/>	

Please list campuses where you have used the CUNY Portal and/or Blackboard as an instructor, student and/or employee:

Check your role: Instructor: Graduate Center/Other Student: Community Participant:

Social Security #:

Date of Birth (MM/DD/YYYY):

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 profitmaking 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: ctruc@cunyvm.cuny.edu .