

User Account Request Form

Account request type:

☐

New Account

☐

Account Change

☐

Delete Account

Type of software requested:

New Hire or Old Information:

First Name:

MI:

Office Location:

Office Address:

State:

Last Name:

Position/Title:

Phone
Number:

Fax:

Mobile:

City:

Zip:

Cost Center:

Updated Information (if account already exists):

First Name:

MI:

Office Location:

Office Address:

State:

Last Name:

Position/Title:

Phone Number:

Fax:

Mobile:

City:

Zip:

Email Network Account Request or Modification:

Email Account needed:

☐

Yes

☐

No

Add to the following Email Distribution Groups:

JDE Edwards Account Request Type:

JDE Account needed: ☐ N/A ☐ New Account ☐ Account Change ☐ Delete Account

Trapeze Account Request Type: ☐ N/A ☐ New Account ☐ Account Change ☐ Delete Account

GFI Network Manager Access: ☐

RTA Account Request Type:

RTA Account needed: ☐ N/A ☐ New Account ☐ Account Change ☐ Delete Account

Account Setup For:	
Group:	

Information/Setup Comments: **Whose account should be mirrored for this new user?**

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Please allow 2 business days from receipt of request for account to be activated.

As a condition of company-provided Network, Internet and E-mail access, I state that I understand and agree to the attached Network, E-mail and Internet Access policy statements. I understand that failure to comply with these standards could result in suspension of Internet access and e-mail accounts, as well as possible disciplinary action up to and including termination of employment.

By signing this document, I acknowledge that I have read and understand the attached Network Access, Internet Access and E-mail Policy statement.

RTA account manipulation requires general manager approval.

Signature of Employee:

Date

Manager Approval:

Date

Network Access, Internet Access and E-mail Account Policy Statement

(Internet services or internet, as used herein refers to all electronic media and services created on, saved to or transmitted over any company owned or controlled computer including, but not limited to email, materials accessed over the World Wide Web and the company intranet.)

1. Materials created on, saved to or transmitted over the company network (including e-mail) become company information and, as such (with limited exceptions) are subject to production, copying and review pursuant to court rules in litigation involving the company.
2. For the purposes of this document, Company refers to Regional Transit Authority. and all of its subsidiaries.
3. Only Company email accounts are authorized for use on Company computer networks (yourname@Company.com). The only Internet connections made to Company computers must be approved by technical services staff. There are two reasons for this. First, un-tested email access software may cause conflicts with our other applications. Second, from a marketing and professional image perspective, we want all Company staff to have Company email addresses.
4. Internet services (email, WWW, etc.) take up resources. Company provided Internet services should be used primarily for business use, with only occasional personal use. Company reserves the right to strictly prohibit personal use in cases of abuse.
5. Users should be aware that Company reserves the right to review all email sent and received using company accounts. Users should not have an expectation of privacy. Company reserves this right to protect the company's interests in cases where there is suspicion of improper use of an email account: use for other business purposes by and employee, use in illegal activities, use to reveal confidential data, etc.
6. Under no circumstances should Company staff download program files from the Internet. Untested programs (even those from reputable vendors such as Microsoft) may cause conflicts with existing applications.
7. All PCs with routine Internet connections should be scanned for viruses periodically. If you do not have virus protection software, contact Support Services.
8. Email users will frequently receive messages with attached executable files. These files usually play some music or display graphics, such as holiday greetings. **DO NOT RUN SUCH FILES.** Even if the messages came from someone you know, such executable files can contain viruses or malicious programs that the sender may not have yet discovered. Inform Support Services staff immediately upon receipt of such files.
9. Internet and email services provided by the company are not to be used to communicate inappropriate material of any kind or to harass or intimidate the recipient of said material. Employees found transmitting inappropriate materials via company computer networks may be subject to disciplinary action. Inappropriate material includes graphical and text material of a sexual nature, materials demeaning to any group of persons or materials transmitted in connection with criminal activity.
10. Do not reveal your Network access, Internet access, Business Application or email account ID or passwords to anyone. Persons with this information can view your confidential information and send messages in your name. Such information should only be revealed to support staff, or other staff in extreme cases. If you do reveal your password to someone, you should change it as soon as possible.
11. Staff sending email to Company addresses from home computers is requested to exercise extreme caution and make use of virus protection software.
12. All information contained on the Corporate Network is proprietary information and should be treated as such, as outlined in the Employee Handbook (Proprietary Information).