



## Penn State Access Account Application for Faculty and Staff

"Please complete all required fields carefully and clearly!"

Last Name:	First Name:	Middle Initial:	Suffix	PSU ID (REQUIRED)

This form is for Penn State faculty and staff to request a Penn State Access Account from Information Technology Services (ITS). Enter your name **carefully and clearly** since **your initials can affect the assignment of your Penn State Access Account user ID, which cannot be changed once created.** (If a middle initial is not provided, then one will be automatically created). The user ID and password assigned to you will enable you to use a variety of Internet services, including email and various business services, applications, and resources. Return the completed form to the ITS Accounts Services Office via surface mail, email, or fax per the contact information noted above.

To obtain your user ID and password, please allow three business days for this form to be processed and then visit an [ITS Signature Station](#) and follow the instructions on that page. At the signature station, make note of your user ID and password once they display on the screen. Once obtained, the account will be fully functional within one business day. If you experience problems with using a Signature Station, please bring a photo ID to either the ITS Accounts Services Office or to one of the Help Desk locations at University Park, or to a consulting location at a Penn State campus.

Inquiries may be sent to the ITS Accounts Office via e-mail ([accounts@psu.edu](mailto:accounts@psu.edu)) or by calling 814-865-4772. For hours, locations, and additional information, please visit the [ITS Service Desk](#).

Campus Address:		Phone Number – Office:		
Campus:	Department:	Full Birthdate (MANDATORY) (MM-DD-YYYY)		
Home Address:	Home City:	State:	Zip Code:	Country:

**PENN STATE STATUS:**

Accounts That Will Not Expire By A Specific Date:	Accounts That Will Expire By A Specific Date:
<input type="checkbox"/> Faculty <input type="checkbox"/> Full-Time Staff <input type="checkbox"/> Wage Payroll (Part-Time)*  *Part-Time Employees must have a Supervisor or Sponsor's signature on the next page.	<input type="checkbox"/> Sponsored Accounts** Account #: _____  Group #: _____  **Sponsored Accounts need to have an existing ITS For-Fee Account otherwise an ITS For-Fee Services Request Form must accompany application. Sponsor/Supervisor must sign on the next page for new or existing accounts.

**SPECIAL NOTES:** As an Access Account holder, you are responsible for reading and signing the reverse side of this form. Applicants who have a status marked with an asterisk (\*) must get the signature and user ID of his/her supervisor to verify that this account is required for the performance of assigned duties.

# Penn State Access Account Application for Faculty and Staff

## Agreement

I agree to abide by the conditions set forth in University Policy AD20 and the [EDUCOM statement](#) on using software in my use of all computer and network resources. I understand that access to the network and other information services is a privilege and not a right. I also understand that this account is for my sole use and will be terminated when I leave the University unless I retire with full benefits. If I am retired, I understand it will be terminated when I no longer receive benefits. Violation of policy or law may result in suspension of network access or other information service privileges, disciplinary action, and legal proceedings. Relevant policies can be referenced on the [ITS Policies, Guidelines, and Laws](#) page and in the administrative offices of colleges and departments.

Some computer programs and computer networks have made possession of copyrighted material such as computer programs, music files and videos easier than ever. In many cases, this is in violation of state and federal laws, and University policy. The University takes such violations very seriously.

If I own a personal computer, I will remove and keep off all material that I do not have the right to possess while it is connected to the University's networks. If I use a University owned computer of any kind, I will not place such material on it at any time. This includes storing such material on Personal Web spaces, and in the form of programs or files that I maintain on any University-owned Computer Resource. I understand that the University may disconnect my machine and suspend other access (e.g., Personal Web Space, Access Account) while determining whether I possess such material.

If the University believes that I have infringing materials on my computer that is connected (e.g., Residence Hall Connection, Dialup Service) to the Penn State network, the University reserves the right to suspend services immediately until such time that it is determined that such materials are no longer on the computer. I understand that my Access account and/or Residence Hall connection will be restored only upon certification to the University that all infringing materials have been permanently removed. Additionally, I am aware that copyright infringement is against University Policy and can result in serious penalties including dismissal. I also understand that there are serious legal ramifications to copyright infringement that can include large financial penalties, potential confiscation of my computer, and in some cases imprisonment.

In addition, I will not use the Penn State network or computers to engage in unauthorized copying, transmission, distribution and/or downloading of such works in violation of federal and state civil or criminal law. I understand that my ultimate responsibility is to ensure that the copyright holder has granted permission to make or distribute the copy in question.

I understand that penalties for possession of copyrighted material that I am not entitled to include discontinuance of network access, expulsion from the University for students and termination of employment for employees. In addition, I understand that I may also be charged with offenses under state and federal law that includes penalties of up to 10 years imprisonment and significant fines if found guilty.

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Applicant's Signature

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Date

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\*ITS Financial Account Sponsor/Supervisor Signature  
("ITS Financial Account Sponsor/Supervisor must be a Full-Time Penn State Employee")

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Access  
Account  
User ID

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Date