

(Check One)



Chaffey College

(Check One)

- Network Account Only
- E-mail Account

**EMPLOYEE NETWORK / E-MAIL ACCOUNT FORM
AND ACCOUNTABILITY STATEMENT**

- New
- Reactivate
- Delete
- Last Name change

Employee Information: Information must be complete to process request. Type or print legibly.

Employee Last Name:	First:	Middle:	Chaffey ID:
Department:		Extension:	
Job Title:		Location: (e.g., LA-12 or Fontana Center)	
<p><i>Name Changes are permitted for LAST names only!</i></p> <p>For name changes only: Former Last Name: _____ NEW Last Name: _____</p> <p>Employee Type: <input type="checkbox"/> Classified <input type="checkbox"/> Faculty <input type="checkbox"/> Management <input type="checkbox"/> Professional Expert</p> <p> <input type="checkbox"/> Part-Time Faculty (end date _____)</p> <p>Student Worker (end date _____) Seasonal Worker (end date _____)</p> <p align="center"><i>Note: Student and Seasonal Workers do not receive personal e-mail accounts</i></p> <p>Supervisor Name (Please Print): _____ Title: _____</p> <p>Supervisor Signature: _____ Date: _____</p>			

Please READ and sign the following statement:

ACCOUNTABILITY STATEMENT FOR INTERNET/INTRANET USAGE

Pursuant to the Chaffey Community College Computer Use policy which states “employees and students who use District computers and networks and the information they contain, and related resources, shall not abuse those resources and will respect the rights of others ... users must respect software copyrights and licenses, respect the integrity of computer-based information resources, refrain from seeking to gain unauthorized access, and respect the rights of other computer users,”

I _____ in order to comply with District policy and with regard to use of District equipment and access to District networks, have read the Procedure for District Network and Computer Use and understand my responsibility to protect any and all privileged information, and to use the District computer system in a responsible manner.

I acknowledge receipt of the Accountability Statement regarding access to District information and networks and fully understand my responsibility as an employee for the use of the internet/intranet system. I will comply with the requirements outlined in the District Network and Computer Use procedure.

Failure to comply with the provisions of this agreement may result in the denial or loss of access to the District network system without notice.

Employee Signature: _____ Date: _____

(To be completed by Information Technology Services Department ONLY)

Your ACCOUNT NAME is: _____ @chaffey.edu

Your TEMPORARY PASSWORD is: _____ WEB ACCESS ONLY

(For Information Technology Services use ONLY) LDAP Updated

USERNAME: _____

System Manager's Signature

Date

Original – Information Tech. Services Copy – Employee



NETWORK / ELECTRONIC MAIL REQUEST PROCEDURE

1. Human Resources or department supervisor will give a copy of the “District Network and Computer Use procedure” to the employee.
2. Human Resources or department supervisor will ask the employee to read and sign the “Chaffey College Employee Network/E-Mail Account Form and Accountability Statement.” When the form is signed, the requestor will receive a copy of the signed form. NOTE: In the event that a new contract employee refuses to sign the form, Human Resources personnel will write “refuse to sign” on the signature line and forward the form to Information Technology Services (ITS). No account will be activated.
3. Human Resources or the supervisor will forward the completed network/e-mail form to Information Technology Services. Information Technology Services will create an e-mail and/or a network account. A welcome email message will be sent to the new mailbox if created.

E-MAIL ACCOUNT

4. Information Technology Services will notify the new user by sending an e-mail to the requesting departments Executive Program Assistant (EPA) or Administrative Assistant (AA), listing the new user’s new e-mail address, along with their assigned temporary password.
5. Employees receiving an e-mail account need to log on, receive and reply to the welcome e-mail from Information Technology Services, and change their password (according to the directions provided in the Welcome message or user manual (available upon request).
6. Once an e-mail account has been established, it must be accessed within **30 days** or the account will be closed. If the account is closed, the employee will need to reapply for the e-mail account. This step is vital to the security of the Chaffey College network.

BENEFITS

- Students can contact faculty without impacting personal e-mail accounts.
- Chaffey will have a way to contact staff and faculty regarding scheduling, employment opportunities, parking/construction updates, campus activities/events, etc... providing up-to-date information on what is happening at the college.
- The personal user account can access network resources not available using the generic account. This means access to:
 - Global distribution lists (e-mail address for all Chaffey employees)
 - “Z” Drive public folders (this feature allows connectivity to a centralized locations to gain immediate access to various department’s resources on campus)

Users may also choose to have the Chaffey e-mail forwarded to a personal e-mail account. This allows users to access e-mail from whichever address preferred. However, there are **disadvantages** to this feature - when replying to a forwarded message, the auto-reply function cannot be used as the reply will be sent back to the Chaffey server (to the user’s Chaffey email account). To respond to a forwarded message, the recipient’s email address must be typed in.

Directions for forwarding Chaffey E-mail messages can be found at:
http://www.chaffey.edu/its/documents/forwarding_email.pdf