National Institute for Research in Tuberculosis
Mayor Sathyamoorthy Road
Chetpet, Chennai 600031

Computer Systems Account Request Form

PLEASE NOTE: ALL PAGES OF THIS FORM ARE TO BE FILLED OUT BY A SUPERVISOR AND SIGNED BY THE APPROPRIATE DATA STEWARDS

For assistance, please contact the EDP Help Desk at 9672. Once completed, please forward to EDP

Create or Modify Account:

Applicant Information:
(Print clearly or form can not be processed)

Today's Date: ____ / ____ / ____   Applicant's Starting Date: ____ / ____ / ____

Initial: _____   Name: _____   Phone: _____

Work Unit: _____   HOD Name: _____

Status: *(Check one on each line)*

☐ Staff   ☐ Student   ☐ Other: _____

☐ Permanent   ☐ Temporary – end date: _____

 Requesting: ☐ Create Account   ☐ Modify Account (Log-In ID:_____)

HOD Signature:

X_____

General Resources:

ALL SIGNATURES MUST BE GATHERED PRIOR TO FORWARDING THIS FORM. New user accounts will be given access to the following by default. Cross out and initial items this account *must not* have access to.

_____ Group Drive Mappings   _____ Group Public Folders

_____ Group Distribution List   _____ Personal email account

IMPORTANT – Applicant must read, sign, and date this section. If this section is not signed and dated accounts cannot be created or modified. In addition, EDP must supply a copy of the full IT usage policy for the facility to each new user.

Accountability-General Requirements

Computer and Internet Users (Users):

- Users should behave in an ethical, proficient, informed, and trustworthy manner.

- Do not attempt to override technical or management controls (i.e., carrying sensitive data home on a floppy disk without prior approval, etc.).

- Use only systems, software, and data for which you have authorization and use them only for official business.

- Report security incidents, or any incidents of suspected fraud, waste or misuse of NIRT systems to appropriate officials.

- Protect passwords from access by other individuals. Never share or compromise your password. Make alternative provisions for access to information during your absence to avoid the sharing of passwords.

- Change passwords frequently. The frequency should be commensurate with the risk and criticality of the system, but should be no less often than every 90 days.

- Protect confidential and/or sensitive information from disclosure.

- Protect government property from theft, destruction, or misuse.

- Do not remove computers from NIRT premises unless authorized in accordance with NIRT property management requirements.

- Use the Internet for business purposes only during normal work hours.

- Report any security incidents to the appropriate officials.

- Do NOT send highly sensitive information via e-mail or fax, unless encrypted.

- Protect copyrighted software and information in accordance with the conditions under which it is provided.

- Grant access to systems and data only to those who have an official need to know.

- Do not use your trusted position and access rights to exploit system controls or access data for any reason other than in the performance of official duties.

- The provision of internet access is the responsibility of designated personnel in the IT group. Users may not install connections to the internet or other networks or service providers.

- Users may not install network infrastructure equipment such as hubs, switches, routers, wireless access points, etc. If it is necessary to install additional equipment users must follow the procedures and guidelines in the service level agreement and its attachments.

Applicant Name:	Designation
_____	_____ _____
Applicant Signature:	Date:
_____ _____	__/__/____