

# ECR6

## Account Application

(Submit to 134 Koffolt, 197 Watts, or appropriate advisor/HR official)

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

OSU Phone: \_\_\_\_\_ Dept or program: CBE / MSE / WE / Other: \_\_\_\_\_

osu.edu name.N: \_\_\_\_\_ Forward mail to osu.edu? Yes No

Account Type (Select **ONLY** one):

Faculty/Instructor Administrative staff

Graduate student\*

Visiting scholar†\*

Post-doctoral researcher†\*

Visiting faculty†\*

Student staff (employed, but not enrolled in CBE/MSE)

Appointment termination date: \_\_\_\_\_ (Use **only** format d-mmm-yyyy, e.g. 26-JAN-2007)

† Appointment termination date required

Undergraduate: CBE/MSE department major Dept. rank (1-5): \_\_\_\_\_

Class: Account for use w/class; not major in CBE/MSE dept Class name & number: \_\_\_\_\_

Class account period (Check only one): Autumn Spring Summer

Requested Password: \_\_\_\_\_ Must be 8-32 characters, start with a letter, include at least one other letter and at least one digit. You can't use two or more consecutive letters from first/last name. Password will be converted to lowercase, then second letter (from left to right) will be converted to uppercase (e.g. Open4Me -> oPen4me). Initial password can't include spaces/symbols.

Comments or additional information: \_\_\_\_\_

### Site Policies and Restrictions

- Student accounts last as long as the department and/or the faculty advisor mandate.
- The signature of a faculty advisor/sponsor is required. Students may have an academic advisor sign in lieu of a faculty signature; a faculty advisor should still be cited if known. OSU faculty members do not need the signature of another. In the case of a class account, the advisor's name/signature must be that of the class instructor.
- Depending on system load and/or special events, use of site facilities may be restricted.
- Accounts are to be used by their assigned owners only; **under no circumstances are you to furnish your password to another party.**
- Accounts can take up to five (5) business days to create; you may need to check with computer facility management if you are having trouble logging on after this time. Be sure to bring a photo ID (i.e. BuckID card) with you.
- Applicants from College of Engineering (COE) departments other than Chemical & Biomolecular Engineering (CBE) or Materials Science & Engineering (MSE), and/or from outside COE entirely, must justify specific requirement(s) for the account request. Attach a separate letter if the above "Comments and additional information" field is insufficient.

I agree to abide by the above policies and this site's rules while in the lab and/or using its resources and understand that failure to follow these rules may result in immediate loss of all privileges, including this account. (A copy of the site rules is posted in the computer facility, and is e-mailed to each new account.)

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Submission Date (d-mmm-yyyy, e.g. 26-JAN-2007)

\_\_\_\_\_  
Advisor (printed/required)

\_\_\_\_\_  
Advisor (signature/required)

\* Fee verification: The advisor's signature, above, verifies that the College of Engineering computing fee will be paid by/for the user. If this is not the case, check here: \_\_\_\_\_

### This section to be completed by ECR6 Staff

Username: \_\_\_\_\_ Account added by \_\_\_\_\_ on \_\_\_\_\_

Comments: \_\_\_\_\_