



To: New Faculty/Staff Employee
From: Information Technology Services (ITS)
Subject: Cal Poly Computing Accounts for New Faculty / Staff Employees

Welcome! The ITS Service Desk and many other staff at Cal Poly are here to assist you in every way possible as you enter the Cal Poly community. To help you get started, as a newly appointed faculty/staff member at Cal Poly, you are being granted access to e-mail, calendaring and Central UNIX prior to your official start date in your new assignment. These accounts will enable you to access various University resources.

Access to Cal Poly's information technology resources is a privilege granted to faculty, staff and students in support of their studies, instruction, duties as employees, official business with the University, and/or other University-sanctioned activities. Access may also be granted to individuals outside of Cal Poly for purposes consistent with the mission of the University.

Advance access is being provided to facilitate communication and coordination with your department and to assist you in preparing for the upcoming term. In exchange for receiving this access, Information Technology Services requires you to sign and return the form below. By signing, you are acknowledging that have read and agree to abide by all applicable University policies and to accept the consequences of non-compliance. The policies are posted on the web at <http://security.calpoly.edu/policies/>.

Once your signed form is received (by mail or fax), the ITS Service Desk will create the accounts. Please contact your department to receive your account login ID and password information. If you have any questions regarding this process, please e-mail servicedesk@calpoly.edu or call (805) 756-7000.

Thanks and welcome again to Cal Poly!

TO: ITS Service Desk, Cal Poly, San Luis Obispo, CA 93407 – FAX NO: 805-7561536

I understand that I am being issued access to University accounts in advance of starting my formal teaching assignment at Cal Poly. In accepting these accounts, I understand and agree to abide by Cal Poly's Information Technology Resources Responsible Use Policy, Confidentiality-Security Agreement, and other applicable policies.

Signature: _____

Name: _____ (please print)

Department: _____ (please print)

Date: _____