



# TEXAS A&M UNIVERSITY-TEXARKANA

## Information Technology

### Procedures for Email and Computer Accounts

1. Obtain the required Email and Computer Account Request Form from your supervisor, from the Information Technology offices (IT) or from the Texas A&M University-Texarkana website at <http://tamut.edu/About/Administration/Information-Technology/Forms.html>
2. Read the General Information section below. Be certain that you understand all the items. If you have questions, contact your supervisor or IT for clarification.
3. Submit your completed form with all required signatures to the IT department.
4. If you are a full-time employee of A&M-Texarkana, your signature is all that is required. If you are a part-time employee or not employed by A&M-Texarkana, you will need to submit an alternative request through our IT Service Desk system, iSite. Please have your supervisor or University sponsor submit this request.
5. For on-campus computer access your logon name is your first initial combined with your last name and the initial password is what you entered on the Email Request form. Contact IT at 6603 if you have problems.
6. The email server does require changing your password upon first login. Password rules for changing your password are listed on the Request form. Passwords are to be updated every 180 days.
7. Submit your request with as much lead time as possible. Processing takes time. Please be aware that it may take up to 3 business days before your account is created and available for use.

### General Information - Email and Computer Accounts:

- A. Computer accounts at A&M-Texarkana are available to all full-time personnel for conducting university business. Access to some data is restricted by state and federal regulations and by university rules and System policy. Authorization required for access is indicated on applicable request forms.
- B. Computer accounts for part-time and non- A&M-Texarkana personnel must be accompanied by an approval of authorization for access by the unit supervisor/sponsor located through the iSite request submission.
- C. University resources are to be utilized for those activities related to the goals and mission of the agency. Unauthorized use of A&M-Texarkana computers or unauthorized access to stored data or dissemination of passwords or other confidential information to gain access to a computer system or data is in violation of criminal law (Computer Crimes, Section 33.02, Texas Penal Code).
- D. Data stored on university-maintained equipment is subject to access by the custodian unit (IT) for the purposes of disaster recovery, risk management, compliance with state and federal regulations as applicable and required reporting. Data is routinely copied to backup files for security. This includes all centralized data, electronic mail, and web pages. Individual databases and other data may be copied to backup files as requested.

Please address questions concerning security access to the Information Technology department at 6603 or [InformationTechnology@tamut.edu](mailto:InformationTechnology@tamut.edu)

*State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.*