



# FUNCTIONAL ACCOUNT

## FUNCTIONAL SPONSORED COMPUTER ACCOUNT APPLICATION

**Do not use this form for sponsoring an individual or position**

### DEPARTMENTAL RESPONSIBILITIES

A university department may wish to set up a computer account dedicated to a specific system. Use of this account is limited to the function for which it is assigned.

**Functional accounts are a special type of account used by computer systems to execute applications and run automated services, virtual machine instances, and other processes (e.x. Banner).**

The department must designate a UM staff member as the **sponsor** of the account. The sponsor ensures that the account is used only for its intended purpose and agrees to abide by University of Manitoba policies and procedures. The sponsor is responsible for informing the Service Desk of any changes to the initial application.

An expiry date will be set on the account. If the account is required past this date, the sponsorship can be renewed.

For information on IST accounts: [umanitoba.ca/ist/accounts](http://umanitoba.ca/ist/accounts)

### SPONSOR

Please check each of the following principles of responsible use to indicate you have read and understood all of them.

- I understand that use of this account is governed by the [University policy on use of computer facilities](#) and agree to abide by its rules.
- I will use this account only for its intended purpose.
- This account will not be used for commercial purposes.
- This account will not be used to interfere with the normal functioning of the computer system, including engaging in pranks, accessing or altering computer files belonging to others without approval, or disguising the account identity on electronic transmissions.
- This account will not be used for unauthorized or illegal purposes, including violating copyright, transmitting pornography, attempting to gain illegitimate access to other computers or accounts, or harassing others.
- This account will not be used in an irresponsible or unprofessional manner, including attempting to falsify the identity or content of any transmission, or violating accepted etiquette for email and other communications, e.g., posting inappropriate messages, flooding discussion groups, or sending chain mail.

In accepting this account, I agree to ensure that it is used only for its assigned purpose.

SPONSOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**ACCOUNT INFORMATION**

Account function:

\_\_\_\_\_

Account name (UMNetID) \_\_\_\_\_

Account expiry date:

\_\_\_\_\_  
(Maximum time allowed is one year. The sponsorship may be renewed at that time.)

Access requested:

- Aurora INB (student and finance)
- IPA (UNIX) (Unix/Linux Access)
- JUMP
- Active Directory
- Exchange (employee email and calendar)
- Other – Specify: \_\_\_\_\_

Sponsor's name:

\_\_\_\_\_

Sponsor's UMNetID: \_\_\_\_\_ Employee number: \_\_\_\_\_

Sponsor's phone: \_\_\_\_\_ Office location: \_\_\_\_\_

**DEPARTMENTAL AUTHORIZATION**

Dept/Unit Head: \_\_\_\_\_ Dept/Unit: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit**