Information Services and Technology Division

On behalf of Computing Services, welcome to NJIT, a very computing intensive university! Please use this checklist to assist with your computing and technology needs. If you have any questions, contact the Computing Helpdesk at 973-596-2900, Room 48 in the Student Mall, or http://help.njit.edu

CHECKLIST FOR NEW EMPLOYEES:

- Visit Human Resources: Complete all paperwork, including an Access to information and computing agreement form. HR will input your information into the Human Resources System within 48 business hours of receiving your agreement form and the hiring paperwork from your department. Computer account creation cannot begin until all paperwork is in place and information is posted to HR’s electronic system. (Human Resources, 973-596-3140).

- During the 48 hours wait time listed above; use the time to read the important information about beginning your computing journey at http://csd.njit.edu/new/.

- On or before your start date but after the waiting period above, self-create your UCID and any other computing accounts you need (http://directory.njit.edu). Remember to update your campus directory entry and set email forwarding as needed.

Contact the Computing Helpdesk to request some or all of the following (973-596-2900 or http://help.njit.edu):

- an NJITDM/ADM account for the faculty/staff Windows domain and email access.

- a new phone extension and off-campus dialing code for your office desk.

- to have your desktop PC configured to sign on the Windows domain, access the internet, check email, and use other resources on the NJIT network.

- Visit the Computing Services website for detailed information about the many and varied computing resources available to you as a faculty or staff member. This includes computing platforms, labs, tools, hardware, and software. (http://csd.njit.edu)

- Visit the Teaching, Learning, and Technology website to learn about the seminars and workshops available to you regarding technology and its integration into your classroom, as well as teaching tools like WebCT and Highlander Pipeline (http://csd.njit.edu)

- Visit the Computing Helpdesk website to answer commonly asked questions you may have about any of NJIT’s computing resources (http://cds.njit.edu)
**University Information Systems**  
**ADMIN Account Application Form**

### User Information

Name ________________________________

Affiliation (Check one)  
- Faculty  
- Staff  
- Other ________________________________

Department ________________________________  
Date of Hire ________________________________

Staff ID # / S.S.# ________________________________  
Phone # ________________________________

### Account Information

- New  
- Change  
- Renewal

Initial Password  **(Will be same as your social security number)**

Please specify any software packages, or programming environments you will be using the account for:

- EMAIL  
- FRS  
- HRS  
- SIS  
- ADS  
- ZWRITER  
- INGRES  
- Others ________________________________

### Agreement

In signing the user agrees to access only that information which he/she is authorized to use, and to refrain from any action which may damage other users’ information or programs, or the system’s and any attached systems’ information and programs. The User also agrees to abide by the conditions stated in the NJIT Access to Information Agreement.

User Signature ________________________________

Today’s Date ________________________________

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**Information to be completed by Department of Human Resources**

Name of NJIT Authorizing Department: **Department of Human Resources**

Name (HR representative) ________________________________  
Signature ________________________________

**Information to be completed by Computing Services**

Username ________________________________  
UIC ________________________________  
Expiration Date ________________________________

System ________________________________

Process Date ________________________________  
Processed By ________________________________

Received by (User Assistant) ________________________________
As a user of NJIT’s computing facilities, I agree to observe the following rules and provisions:

1. I will use only the computer User Account(s) provided to me and will take the responsibility to protect my account(s) from unauthorized access. I further agree to change my password at least once a month. This regulation is primarily intended for the protection of my account and of the associated data. If I become aware of attempts to violate or bypass these security mechanisms, I will promptly report such attempts to the Director of Computing Services or the Dean of Students.

2. I will respect the privacy of information stored using NJIT’s computing facilities, whether this information belongs to me or to others. I will not acquire or modify, in any way, information that belongs to another person, without the explicit permission of that person. Information that has been acquired or modified remains the property of the original owner and may not be further distributed or modified without the explicit permission of the owner.

3. I agree to abide by any patent or copyright restrictions that may relate to the user of computing facilities, products, programs or documentation. I agree not to copy, disclose, modify or transfer any such materials that I did not create, without the expressed consent of the original owner or copyright holder. I agree not to use NJIT’s computing facilities to violate the terms of any software license agreement, or any applicable local, state or federal laws. I agree not to modify in any way hardware, software or data to which I have access.

4. I agree not to use NJIT’s computing facilities for any form of private financial gain. Business related pursuits on NJIT’s facilities will require the creation and use of a separate billable account.

5. Access to NJIT’s computing facilities by unauthorized persons or for unauthorized purposes is forbidden. I agree not to take any actions that constitute inappropriate behavior. The following list provides some examples of this type of behavior, but is not intended to be all inclusive:
   - Attempt to use other user’s accounts or files;
   - Attempt to access restricted portion of the operating system or accounting software;
   - Use of computing facilities for recreational purposes during normal working hours;
   - Printing multiple copies of resumes and cover letters;
   - Printing multiple copies of a file, thus wasting printer resources;
   - Any behavior that causes distractions to other users in public use area (that is, use of radio, loud conversation, shouting, etc.);
   - Eating, drinking or smoking in a computer use area;

6. I shall not use my privileges to access other computing facilities to which the NJIT network is connected, if I do not have the appropriate approvals for same.

7. I understand that violation of any provision of this agreement will result in punitive action.

This agreement will remain in force as long as I make use of NJIT’s computing facilities or services.

Print Name ___________________________ Social Security Number or NJIT ID # ___________________________

Signature * ___________________________ Date ___________________________

Username of login - ID ___________________________

Computer System (ADMIN) ___________________________ Verified By (Authorized NJIT Personnel) ___________________________

(Type name if submitting via email)

* Unsigned form will not be accepted.