

UMKC Information Services (IS)
Request for an Electronic Mail/Active Directory Account
Non-student Departments, Organizations and Affiliates



This form is used to request a User ID and Exchange mailbox for UMKC departments, organizations and affiliates. This account must be used in compliance with the UM Acceptable Use Policy, a copy of which is provided with this form for your reference. This account is deactivated when your affiliation (including retirement) with the University ends. **Once your account has been created, IS Support Services or your IT liaison, as appropriate, will contact you with your account User ID and password. Please note that all account requests must be approved by the departmental IT liaison, director or dean (or a designee) as appropriate.**

Fill out the appropriate section based on the type of account being requested.

➔ New Employee (faculty or staff)

New employee accounts are created shortly after the Human Resources department generates an EMPLID for the new employee. Departmental IT Liaisons and fiscal officers are notified when new accounts are ready. For a list of IT liaisons, please visit <http://www.umkc.edu/is/support/liaisons/>. If you are unsure whether or not a new employee has had an account created, contact the UMKC IS Call Center at 816.235.2000.

➔ New Employee (faculty or staff) – Student to Faculty/Staff Conversion

Use this section to request that an existing student account be converted to an employee account.
All fields below are required.

Employee Name: _____ Student/EMPLID #: _____

Student User ID: _____ Contact phone number: _____

➔ Non-Employee Affiliate - \$35 annually

Use this section to request an account for a non-employee university affiliate (consultant, researcher, medical resident, etc.).
All fields below are required.

Applicant information: Applicant Name: _____ Contact phone #: _____

Applicant Role (consultant, researcher, etc.): _____ Account Expiration Date: _____

Applicant Alternate Email Address: _____

Sponsor Information: Sponsoring Department: _____

Sponsor's Name: _____ Sponsor's EMPLID #: _____

Sponsor's contact phone #: _____ MoCode: _____

➔ Generic Departmental Account

Use this section to request a generic email account for a department or organization (student organizations should contact the Office of Student Involvement to request organization accounts).
All fields below are required.

Department or Organization Name: _____

Desired Account Name: _____ (subject to approval and availability)

Department Sponsor Name: _____ Sponsor's EMPLID #: _____

Sponsor's contact phone #: _____

When you have filled out this form completely, please return it to the Call Center or the IT liaison for your department as appropriate. If you have questions, please contact the Call Center at 816-235-2000.

Completed forms can be faxed or mailed to:

UMKC Call Center
4825 Troost, Room 102
Fax: 816-235-6503

UM ACCEPTABLE USE POLICY

Bd. Min. 9-14-00.

110.005 ACCEPTABLE USE POLICY

This policy applies to all users including faculty, staff, students, and guest users of University of Missouri computer networks, equipment, or connecting resources.

A. UNIVERSITY INSPECTION OF PERSONAL ELECTRONIC INFORMATION –

Electronic information on University networks or equipment, including, but not limited to, electronic mail and personal information, is subject to examination by the University where:

1. It is necessary to maintain or improve the functioning of University computing resources;
2. Where there is a suspicion of misconduct under University policies, or suspicion of violation of Federal or State laws; or
3. It is necessary to comply with or verify compliance with Federal or State law.

B. ACCEPTABLE USE GUIDELINES

1. Responsibilities of Users of University Computer Resources:

- a. Respect the intellectual property rights of authors, contributors, and publishers in all media.
- b. Protect user ID, password, and system from unauthorized use.
- c. Adhere to the terms of software licenses and other contracts. Persons loading software on any University computer must adhere to all licensing requirements for the software. Except where allowed by University site licenses, copying software licensed for University use for personal use is a violation of this policy.
- d. Adhere to other University and campus policies, including the Collected Rules and Regulations of the University of Missouri, and, if applicable, the University Business Policy Manual, Human Resources Manual and policies established for a specific resource.
- e. Adhere to data access policies of the University or those established by law.
- f. Use University computer resources in a manner that is compliant with University policies and State and Federal law.

2. Prohibited Uses of University Computer Resources:

- a. Unauthorized or excessive personal use. Use may be excessive if it overburdens a network, results in substantial use of system capacity, or otherwise subjects the institution to increased costs or risks (employees additionally may be subject to discipline for unauthorized or excessive personal use of computer resources.)
- b. Uses that interfere with the proper functioning of the University's information technology resources.
- c. Uses that unreasonably interfere with the ability of others to make use of University computer resources.
- d. Attempting to gain or gaining unauthorized access to the computer system, or files of another.
- e. Use of University computer resources to infringe the intellectual property rights of others.
- f. Use of University computer resources for personal profit, except as permitted under the University's conflict of interest policy.

C. ENFORCEMENT OF ACCEPTABLE USE POLICY – Violation of the Acceptable Use Policy may result in a denial of access to University computer resources, and those disciplinary actions provided or authorized by the Collected Rules and Regulations of the University of Missouri.