



## IT Department

Nueta Hidatsa Sahnish College  
PO Box 490/220 College Drive  
New Town, ND 58763  
Phone: 701-627-8056  
[aakpabio@nhsc.edu](mailto:aakpabio@nhsc.edu)

# E-MAIL NETWORK REQUEST FORM

All students must be registered for at least one course at NHSC before submitting this form to the Technology Department. A schedule will be required with this form to verify ID number.

All new and returning students **MUST** complete this form to create, delete, or change an account for the Nueta Hidatsa Sahnish College E-mail/Network Access. Please complete this form and return to Technology Department at: [aakpabio@nhsc.edu](mailto:aakpabio@nhsc.edu) and [helpdesk@nhsc.edu](mailto:helpdesk@nhsc.edu).

This is a request to:  Add New User  Delete User  Change User Account Name

(Current Username: \_\_\_\_\_)

Please check:  I have registered for class (Please attach a copy of your official schedule).

## STUDENT INFORMATION (Please print clearly with ink)

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Date: \_\_\_\_\_

Semester Term & Year: \_\_\_\_\_ Date: \_\_\_\_\_ Status: \_\_\_\_\_ Full-Time \_\_\_\_\_ Part-Time

Major: \_\_\_\_\_ Campus: \_\_\_\_\_

## ACCOUNTS ARE SUBJECT TO THE FOLLOWING REGULATIONS

Your account will be disabled when you exit (leave the college) or if not used within 180 days. Files from disabled accounts are only kept for one semester and then deleted. You must reapply for new access.

Please read the information on page 2 of this form.

You are required to sign this statement before receiving an email/network account. Completed forms may be returned to the Technology Department or mailed to PO Box 490, New Town, ND 58763

**\*\*ORIGINAL DOCUMENT MUST BE SENT TO THE TECHNOLOGY DEPARTMENT\*\***

### Technology Department Use Only:

NHSC Student ID: \_\_\_\_\_ Email-Network Username: \_\_\_\_\_

Student is registered for course (s) for \_\_\_\_\_ semester. Tech Initial: \_\_\_\_\_

Date Issued: \_\_\_\_\_ Tech Staff Name: \_\_\_\_\_

## ACCEPTABLE USE POLICY OF INFORMATION TECHNOLOGY RESOURCES

This acceptable use policy governs the use of computers and networks by all persons at Nueta Hidatsa Sahnish College (NHSC). As a user of these resources, you are responsible for reading and understanding this document. If you have questions, please contact the Technology Department at (701) 627-8056. NHSC encourages the use and application of information technologies to support the research, instruction, and public service mission of the institution. NHSC computers and networks provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual's users act responsibly. Users must respect the rights of other users, respect the integrity of systems and related physical resources, and observe all relevant laws, regulations and contractual obligations.

### Terms and Conditions of Use:

- The primary purpose of electronic systems and communications resources is for College-related activities.
- Users do not own accounts on College computers, but are granted the privilege of exclusive use.
- Users may not share their accounts with others, and must keep account passwords confidential.
- Each account granted on a NHSC system is the responsibility of the individual who applies for the account. Groups seeking accounts must select an individual with responsibility for group accounts.
- NHSC cannot guarantee that messages or files are private or secure. NHSC may monitor and record usage to enforce its policies and may use information gained in this way in disciplinary and criminal proceedings.
- Users must adhere strictly to software licensing agreements and copyright laws.
- When accessing remote systems, users are responsible for obeying the policies set forth herein as well as policies of other organizations.
- Any violation of this policy or local, state, or federal laws may be referred to appropriate NHSC offices and/or, as appropriate, law enforcement authorities.

***Misuses of NHSC computing, networking, or information resources may result in the immediate loss of computing/or network access, and may lead to further disciplinary action as well.***

## STATEMENT OF AGREEMENT

**I have read, understand and will comply with NHSC's Policies listed above.**

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

Print Full Name: \_\_\_\_\_