

Zimbra Email Account Application

The Psychology Zimbra email account grants the user access to the computing facilities of the Department and access to the Internet. It is the responsibility of the account holder to comply with **UBC Policy #104: Responsible Use of Information Technology Facilities and Services** (a detailed copy of this policy is available at: <http://www.universitycounsel.ubc.ca/policies/policy104.pdf>, see the reverse side of this application for summary of the policy). In signing this form you also agree to the following:

- I will never use this account to send “spam” email or disrupt the computing activities of other users.
- I will keep my password secret and take reasonable steps to ensure that others will not use my account.
- I will notify the IT Manager of any unusual activity or unexpected use of my account.
- Unless other arrangements have been made in writing, all Zimbra email accounts will expire and be deleted four (4) months following the date the user formally leaves UBC (based on normal appointment termination date, degree grant date, etc.).

Name:						
Student Number: (Graduate/Undergraduate Applicants)						
Supervising/Sponsoring Psychology Faculty/Staff member:						
UBC Affiliation (Check one):	<input type="checkbox"/> Faculty	<input type="checkbox"/> PDF	<input type="checkbox"/> Staff	<input type="checkbox"/> Student	<input type="checkbox"/> RA	<input type="checkbox"/> Visitor
Building and Room Number:						
Telephone Number:						
Requested User Name: (Left side of “@” in your email address)						

I agree to the above conditions of use:

Signature of Applicant: _____ Date: _____

Return this form to Dusko Pijetlovic, Room 2519, Kenny Building.

[To be completed by the Psychology Dept. IT/System Manager]

Email login assigned: _____ Date: _____

Added to Zimbra distribution lists: _____ COS: _____

Added to Majordomo mailing lists: _____



User copy

Users are advised to keep this password in a secure place and change it periodically to avoid malicious use of your account.

Email address: _____@**psych.ubc.ca** Password: _____
(8 character minimum)

UBC Policy #104: Responsible Use of Information Technology Facilities and Services

1. The University of British Columbia (the "University") encourages research and scholarship to increase knowledge and understanding. It upholds the academic freedom of all members of the University to engage in open inquiry and public discourse in an atmosphere of mutual respect.
2. Computing and communications facilities (including any University owned or University leased computing, telephone and communications services, equipment and facilities) shall be used in a manner which is consistent with the requirements of the University.
3. Computer IDs, accounts, and other communications facilities are to be used for authorized purposes. Incidental personal use is acceptable as long as it does not interfere with use of the facility for its intended purpose and, in the case of employees, as long as it does not interfere with his or her job performance.
4. Users are prohibited from accessing other users' computer IDs or accounts and communications, without specific prior authorization from the appropriate administrative head of unit.
5. Users are responsible for the uses to which their computing accounts are put. Users must not share the passwords to any accounts to which they have access.
6. Users must not misrepresent their identity as senders of messages nor the content of such messages.
7. Breaches of this Policy may be subject to the full range of disciplinary and other formal actions. In addition to any other sanctions that the University may levy in the event of a violation, UBC may withdraw computing privileges and network access.
8. All users must adhere to University policies and all laws that govern the use of the University's computing and communication facilities. Applicable legislation includes, but is not limited to, the Criminal Code of Canada, the B.C. Civil Rights Protection Act, the B.C. Freedom of Information and Protection of Privacy Act, and the B.C. Human Rights Code.

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Password Security

UBC Internal Audit recommends the following steps for maintaining password security:

- Account owners should change their assigned password immediately upon first use of the account.
- Account owners should choose strong passwords (minimum of 8 characters).
See the following article, which provides guidelines for creating strong passwords:
http://www.it.ubc.ca/service_catalogue/information_security/security/basic_security_practices/password_security.html
- Change your password frequently.
- See the Zimbra General Preferences tab to change your password.