


Agreement: <b>Secondary Email Account</b>	
Issuing Department: <b>University Computing Services</b>	
Date last revised: <b>September 2010</b>	

## **PURPOSE**

The intent of this agreement is to fulfill the need for standards, federally mandated security, and consistency in email communications via secondary email accounts. The Acceptable Use of Computing Resources Policy states that access to university computing resources may be explicitly or implicitly limited.

## **AGREEMENT**

Western Oregon University limits access to secondary email accounts

I hereby agree to the following:

1. I will maintain exclusive access-rights to the secondary email account
2. I will not share the account credentials with anyone
3. I accept full responsibility for the secondary email account and am liable for all of its activity
4. If, at any time, I forfeit my responsibility for the account, I will request to have the account deleted or placed under another user's responsibility
5. I agree to the Acceptable Use of Computing Resources Policy established at Western Oregon University

## **RESPONSIBILITY**

Individuals are personally responsible for on-line communication. Violations of the Acceptable Use of Computing Resources Policy, the Code of Student Responsibility, or Faculty Handbook will result in the immediate termination of a secondary email account. University Computing Services is responsible for disabling secondary email accounts that do not meet the criteria of this agreement.

## **APPROVAL**

University Computing Services



# Western Oregon UNIVERSITY

## Secondary Email Account Authorization PLEASE ATTACH COPY OF SECONDARY EMAIL AGREEMENT

PERSONAL INFORMATION		
First Name	Last Name	Date
V#	Department	Phone
Email		

Signature	Date

SECONDARY EMAIL ACCOUNT INFORMATION	
*First Name (Required)	*Last Name (Required)
Secondary Email Address (No spaces, capitals, or special characters)	@wou.edu

\*Name you wish recipients of emails to see. This is NOT your personal name.

Division Chair/Supervisor Approval	Date
Signature	
Name	

\* For questions, please call 503-838-8925 or email [ucshelpdesk@wou.edu](mailto:ucshelpdesk@wou.edu)