

Ateneo de Manila University
Campus Network Group
Application for an Email Account for AdMU Personnel

I request that an account with an *ateneo.edu* address be established for my use, and in so doing I agree to the following:

1. This account will only be used in support of activities related to the Ateneo de Manila University and its recognized units (“AdMU”); and appropriate to my status as a current employee of AdMU.
2. This account will not be used for personal monetary gain (other than any compensation paid by AdMU); nor for the benefit of any person or organization not related to AdMU; nor to interfere with other people's use of any computer system or network; nor to look at or change anyone else's information without their explicit permission; nor to deliberately overuse or waste computing resources.
3. This account will not be used for externally sponsored research not approved by AdMU, nor for computationally intensive research projects of any type.
4. I understand that this account is an authorization to use facilities owned and operated by the AdMU, and therefore that usage of this account is subject to the rules, regulations, and policies of AdMU, and all applicable laws of the Philippines.
5. I will not permit any other person to use this account for any purpose whatsoever. I will use all necessary precautions to safeguard the confidentiality of the associated password. I will be accountable for any and all improper use of this account.
6. I will never use an email account belonging to someone else, nor deliberately falsify my identity.
7. I will obey copyright laws in all instances. I will not illegally use, inspect, copy, or store any copyrighted computer software programs or other material.
8. I acknowledge that upon termination of my status as a current employee of AdMU, my authorization to use this account will expire. I will no longer be able to use it to access the computing facilities; and all information stored under the account, including, but not limited to, computer files, magnetic tape files, electronic mail, computer programs, and electronic documents may be erased without further notice.
9. I understand that failure to abide by all the above may result in cancellation of my account, other administrative actions, and may subject me to civil or criminal liability.

I certify that I have read and understood the above carefully before signing.

Signed: _____

Date: _____

Printed Full Name: _____

ID #: _____

Phone Number: _____

Check One: Faculty / Admin

Department/Office: _____

Staff / Professional

Contract Period (if non-permanent): _____

Account: ateneo.edu
(Loyola)

Department Head Signature: _____

aps.ateneo.edu
(Rockwell / Salcedo)

Printed Full Name: _____

Please fax this completed form to the Personnel Office at **+63-2-426-1245** for processing. For additional information, visit the CNG website at <http://cng.ateneo.net>.