

**THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN INFORMATION RESOURCES DIVISION  
USER ACCOUNT REGISTRATION**

**ACCOUNT HOLDER NAME:** \_\_\_\_\_  
First Name (Please Print) Middle Initial Last Name (Please Print)

**E-Mail Address:** \_\_\_\_\_ **EMPL ID\*:** \_\_\_\_\_  
(Please provide a non-UTPB email address) (Not a Student ID#: Forms will not be processed without an EMPL ID unless a Non-Employee Affiliate)

**Employment Status:** (Select One)  **Full-Time**  **Part-Time**  **Non-Employee**

**Dates Account Needed:** **First Day:** \_\_\_\_\_ **Last Day:** \_\_\_\_\_ (Appointment Dates)

**University Role:** (Select One)

Faculty  Staff  Student Employee  Student  Non-Employee Affiliate

**Location:** (Select All That Apply) **Employee Job Title:** \_\_\_\_\_

On-Campus  Online **Non-Employee Affiliate DOB:** \_\_\_\_\_

**User Acknowledgment:**

By signature hereon, I acknowledge that Federal Law, State Law, The University of Texas System Information Resources Use and Security Policy (UTS165), the University of Texas of the Permian Basin Acceptable Use Policy For State-Owned Information Resources and other Standard Practice documents all restrict the purposes for which state-owned Information Resources may be used. I acknowledge that the referenced documents are available to me for viewing on the UTPB IRD web site at <http://www.utpb.edu/services/ird/rules-regulations->

In addition to these restrictions, I understand that all users of The University of Texas of the Permian Basin (UTPB) Information Resources are subject to having all such uses monitored and/or recorded by system personnel, that anyone using UTPB Information Resources expressly consents to such monitoring and that the results of such monitoring may be provided to law enforcement personnel. I understand that my failure to comply with established restrictions when using state-owned Information Resources may result in cancellation of my privilege of use, appropriate disciplinary action and action by law enforcement authorities.

Account Holder's Signature \_\_\_\_\_  
(Faculty, Staff, Student or Other Signature) (Date)

Falcon Alert Signup: Cell Phone # \_\_\_\_\_ Service Provider: \_\_\_\_\_

Affiliated Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

Account Sponsor Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_  
**(\*\*Budget Head signature required for computer technology accounts)** Date: \_\_\_\_\_

**Notary: (Online and Non-Employee Affiliates)**

State of \_\_\_\_\_  
State of Residence

This instrument was acknowledged before me on \_\_\_\_\_ by \_\_\_\_\_  
(Date) (Name of person acknowledging)

\_\_\_\_\_  
Notary Public's Signature

(Seal)

**This form need only be notarized if the account credentials cannot be claimed in person.**

\*\*Budget head signature is required for Staff, Faculty, and Student Employee accounts. Account Sponsor signature is required for Student and Non-Employee Affiliate accounts.

Document Location: <http://www.utpb.edu/docs/default-source/utpb-docs/files/university-forms/uar.pdf>

## USER ACCOUNT REGISTRATION FORM INSTRUCTIONS

To receive an administrative information system access account from UTPB Information Resources, complete the User Account Registration form according to the following instructions:

Account Holder Name - Print the name of the person that will use the account.

EMPL ID: - Enter the EMPL ID for the person using the account. New employees receive an EMPL ID from Human Resources.

E-Mail Address: - Please provide a non-UTPB e-mail address. This address will be used to send account credentials to those Employees/Non-Employee Affiliates who are not On-Campus

Employment Status: - Please indicate your employment status.

Dates Account Needed: - Please provide the first and last day the account will be needed.

University Role - Designate your role with the university. Accounts will be assigned to you based on the needs of your university role.

User Acknowledgment Statement - The registration form **MUST** be read and signed by the person named as the Account Holder. When the User Account Registration form is received by UTPB IRD it must have either; an original signature (no copies), an approved digital signature, or be notarized (a copy of the signature will be accepted only if notarized).

Falcon Alert Signup: - Please provide your Cell Phone # and Provider to be added to the Emergency Alert System. This will be used to text emergency messages to your Cell-Phone. **Non-Employee Affiliates** are exempt from providing a cell phone # for Falcon Alert.

Affiliated Department - Enter the academic division or administrative budget group associated with the account holder or class.

Phone - Enter a number where the Account Holder can be reached. If this form is for a class, enter the instructor's phone number. If the user does not have a telephone number when the UAR is submitted, enter a number for a contact person so that they can notify the user when the accounts are ready to be picked up.

Special Instructions - Indicate any special requirements on non-standard account configurations here.

Account Sponsor Signature - New faculty accounts must be authorized by the appropriate dean, new staff accounts must be authorized by the staff member's budget head. New non-employee affiliate accounts must be authorized by the affiliate's on-campus account sponsor.

Digital Signatures – Digital Signatures will be accepted from sources providing a vetted digital certification.

Notary – In cases where digital signatures are not available and the employee/affiliate is unable to appear on-campus the form must be notarized to confirm the identity of the applicant. This is the only method that allows the User Registration Form to be scanned and emailed or faxed to the UTPB IRD. **The original should then be mailed to the University.**