



# SacLink Account Request/Change/Deletion

Sacramento State University

Computing, Communications and Media Services

Completed form may be mailed to University Help Desk, ZIP 6065; faxed to 278-4403 OR delivered to University Help Desk ARC 2005

User Information (Please PRINT all required information)

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

Name: First \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last \_\_\_\_\_

Dept. Name \_\_\_\_\_ Dept. Zip \_\_\_\_\_ Building/Room No. \_\_\_\_\_

SacLink Username \_\_\_\_\_ Telephone: Public \_\_\_\_\_ Private \_\_\_\_\_  Faculty  Staff

User must sign: I verify that all information contained herein is correct to the best of my knowledge and I understand and agree to the terms of use listed on the back of this form. (Signature) \_\_\_\_\_

Supervisor/Sponsor Name \_\_\_\_\_ Telephone: \_\_\_\_\_

Supervisor must sign: I verify that all information contained herein is correct to the best of my knowledge and I understand and agree to the terms of use listed on the back of this form. (Signature) \_\_\_\_\_

## Please Check All Applicable Requests

**SacLink**   Change status (student to faculty/staff)  Change Username  Delete

1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

Special purpose  Need Email Specify an alias (if required) \_\_\_\_\_

Special notes: \_\_\_\_\_

## UCCS Managed File/Share Services Grant Access Remove Access Change Access

**Domain**  SKYNET  STDAFF  ISR  FM  Other (please specify) \_\_\_\_\_

Special notes: \_\_\_\_\_

I understand that my department will be charged \$1/month to access the above file resources.

Supervisor Initials \_\_\_\_\_

CMS Speedtype \_\_\_\_\_ CMS Account Code (subcode) \_\_\_\_\_

UCCS Use Only  
Date/Time Stamp

## SacLink University Affiliated Account Expiration Date: \_\_\_\_\_

If not CSUS faculty or staff (e.g. volunteer or consultant), a SUAA is required (see back for instructions).

I understand that my department will be charged \$10/month while this account is active.

Supervisor Initials \_\_\_\_\_

CMS Speedtype \_\_\_\_\_ CMS Account Code (subcode) \_\_\_\_\_

Heat Call Ticket \_\_\_\_\_ Username \_\_\_\_\_ Password \_\_\_\_\_  
Completed By \_\_\_\_\_ Date: \_\_\_\_\_

## Instructions for UCCS Account Request/Change/Deletion Form

**SaLink** - SaLink is the University's electronic identification and authentication system. SaLink provides email, dial-in and personal web pages. SaLink authentication provides access to campus network resources such as CasperWeb, WebCT, wireless connectivity, and Library resources. Individuals may create a SaLink account online by visiting <http://www.saclink.csus.edu>.

This form may be used to create/manage an existing SaLink account, request SUAA or special purpose SaLink account, or request/modify departmental file share services.

**SaLink Account/Username** - An account on the SaLink system is the "base" network account to which most other University-maintained accounts are linked. All CSUS students, faculty and staff are eligible for a SaLink account. Faculty and staff may have a 3 to 8 character account name based on their real name (last name, first and/or middle initial when possible, is the standard). There is no charge for faculty/staff accounts, and their accounts follow them everywhere during their career at CSUS (even if they change departments). If you currently don't have a SaLink account, please visit the following link for instructions on creating a new SaLink account; <http://www.saclink.csus.edu>.

**Username Change/Account Updates** - If you need to change your username, (for example from sac##### to a named account) please check the appropriate request and indicate your 3 choices. If you would like other changes or updates for your account (such as last name change), use the special notes to clearly indicate the changes you need.

**Special Purpose Account** - This is an account that is not affiliated with a full-time staff person. The account is, instead, associated with a station or position. Its name is created by UCCS based on the department and subgroup name. You can also request an alias for a generic account. For example the alias computers@csus.edu could deliver mail to account uccs-cp1.

**Alias** - As a saclink account holder you can create and manage a unique e-mail alias related to your personal name. This alias does not replace your loginname; it simply personalizes your e-mail address. The alias allows you to have an e-mail address in the form of alias@csus.edu. For instructions on creating/updating/modifying your alias please visit <http://www.saclink.csus.edu/saclink/email/alias.stm>. Unlike your account name, it is not limited to 8 characters. For example John.Smith@csus.edu is a valid email alias.

**Note:** If you need an alias for a generic account, please indicate on the form. If available, UCCS will create your choice of alias for a special purpose/generic account.

**White Pages Entry** - The white pages is a searchable online directory of CSUS faculty, staff and students available at <http://www.saclink.csus.edu/scripts/asp/whitepages.asp>. For instructions on creating or modifying your white pages entry please visit <http://www.csus.edu/saclink/faq/whitepages.stm>.

**UCCS-Managed File/Share Services** - Some departments and program centers (especially the academic schools) use network services (file sharing, network printing, e-mail other than SaLink) based on servers that are managed by those departments. Other departments do not have network services. This section of the form is for people from departments who have their network services managed by UCCS. If the user's department does not have UCCS-managed network services, we will make our best attempt to forward this to the appropriate Information Technology Consultant, and we will inform you that we have done so. To have access to these services, one dollar per month will be billed to the CMS speed type entered on the form.

**Note:** If only the Grant Access option is checked, the new user will be given the default access for the listed department.

**SUAA (SaLink University-Affiliated Account)** - People who are not paid directly through the University (such as a volunteer or a consultant) may receive a SaLink University Affiliated Account. This account is based on the person's name and provides all the same rights and privileges as a Named Faculty/Staff Account. A SUAA must be sponsored by a department or program center, must have an expiration date (this may be extended), and the department must pay \$10/month for the duration of the account's existence.

Access to University computing resources is provided in support of the academic and administrative needs of the University. Your use of the CSUS computing and networking resources is limited to those activities that fall within University guidelines. If you wish unlimited, unrestricted access to the Internet, you should contact a commercial Internet Service Provider.

Your actions reflect upon the University. Inappropriate behavior or misuse of your access will result in your actions being reviewed for compliance with proper usage guidelines, and your access may be terminated if it is deemed that you are in violation. Examples of misuse include: Unauthorized access or attempted access to other computer resources; use of network services to harass others or to interfere with their legitimate work; propagating chain letters or similar devices; operation of a business enterprise; unauthorized transfer of copyrighted material; reselling or giving away access to others. By using any campus computing and networking resource you are agreeing to abide by the appropriate University policies and guidelines and applicable State and Federal law. Failure to abide is grounds for account cancellation and possible disciplinary and/or legal action.

The campus documents, "University Computing and Telecommunications Security Policy" and "University Computer and Network User Code of Ethics" contain the applicable University policy statements. State Penal Code section 502 details your legal responsibilities. These documents are available online at <http://www.csus.edu/uccs/about/policies>. Printed copies are also available at the UCCS Counter (Sequoia Hall Room 322).

CSU, Sacramento strives to provide as open an educational environment as possible. However, the University has a responsibility to assure that the actions of members of our campus community do not infringe upon the rights of others, both on and off campus, and we must make this explicitly clear.

AS A REGISTERED USER YOU ARE RESPONSIBLE FOR ADHERING TO "UNIVERSITY COMPUTING AND TELECOMMUNICATIONS SECURITY POLICY," "UNIVERSITY COMPUTER AND NETWORK USER CODE OF ETHICS," AND THE STATE PENAL CODE. FAILURE TO DO SO MAY RESULT IN THE LOSS OF ACCOUNT PRIVILEGES, UNIVERSITY DISCIPLINARY, AND/OR LEGAL ACTION.