COMPUTER CENTER, NIT, ROURKEL

User Account Request Form [CC/DC/USERACCT-1.0]

Name of Applicant (*)		Past Color Photo with size 2.5 cm x 3.5 cm
Employee Code/Roll Number (*)		
Name of Dept./Section/Office (*)		
Mobile Number (*)		
Intercom Number		
Designation (*)		
Personal Email ID (*) It will be used for forwarding information when user mailbox is disabled/deleted or to provide any important information whenever felt required.		

Category (* Tick one)
1) Faculty   2) Student   3) Officer   4) Staff (regular)   5) Contract Staff   6) Stipendiary   7) Project Staff (long term i.e.>1year)
8) Project Staff (short term i.e.<1 year)   9) Temporary account [from_/_/_ to _/_/_].
(Facility available only to faculty and officers. Please attach justification in separate page with identity proof.)

Note: *All fields marked with (*) are mandatory, without these information, email account will not be created. Attach proof like appointment/any confirmation order against above category (1-8) which clearly states the number of duration the applicant is allowed to work at NIT, Rourkela.*

Facilities ID (*):
☐ Internet Access only
☐ NIT Mail Account [for above category 4-9]. Justify with reason_____ .

I, Dr./Mr/Ms.................................. hereby declare that user account policy of the institute shall be applicable to me and hereby undertake that my account can be disabled if not logged on once for email and internet in atleast within two months or excessive spam emails generated which effect to other account. I have read through rules and procedures mentioned in overleaf of this document and abide by it.

_____
Signature of Applicant

Date:__ __ /__ __ /20__ __

Forwarded [to computer center office]

_____
Signature of the HOD

Important:
1. It is important to attach Xerox copy of Institute student ID card or employee ID card as proof otherwise user account will not be created.
2. Users are advised to send softcopy of the above stamp size image in .jpg format only to email ID admin@nitrkl.ac.in from their personal email ID (provided as above) for faster creation of their user account.
3. Any user related issues, user can intimate his difficulty using intercom No.:4675.

FOR OFFICE USE ONLY

_____
Signature of
Sr. Scientific Officer, Incharge - Data Center

_____
Head, Computer Center

Account Name Assigned   _____

Option 1: Last name + First initial (Recommended), Option 2: Last name or part thereof, Option 3: Last name + First name or part thereof.
Note : The system administrator will try the Option1. If another user with same name already exist then option2 and option3 will be tried. If all three fails he will use (last name + first name + 1 or 2 or 3)]

Default Password Assigned: _____

RULES & PROCEDURES

1. User name and Password should not be shared to anybody.
2. If any person is found shared his account to anybody and it is suspected that he is not used his user account (user account is hacked), in this case, user account will be disabled instantly without any prior intimation to user.
3. Prior information should be provided in email to admin@nitrkl.ac.in when user is about to leave the institute permanently or temporarily for some period.
4. Stringent action can be taken if any kind of threatening email or any email will be send from NITRKL email account to anybody which destroys image or intellectual property of any person or Institute or nation. In this case, user account will be instantly disabled when found offensive without any prior intimation to user.
5. Users are not advised to register their institute email ID with any website which will generate or invite spams for their email ID. This severely affect institute emailing system and other email accounts hence, in this case, user account will be instantly disabled without any prior intimation to user.
6. If any user has more than two accounts without holding any more designation otherthen his primary designation during applying this application then, one of account will be disabled with one prior email or intimation to user.