UNIVERSITY of **HOUSTON** | BAUER
Division of Technology

Bauer NET Account Form

User will be notified via email when account has been created after BDT receives the completed and approved account form:

(Please provide a non UH email address below)

Contact Information: (Please type or print) *Required*

*Legal Name (First, MI and Last):_____   *Display Name: _____

*Phone: _____   * Email Address: _____

User Information: *Required*

*EMPID: _____

*Department: _____   *Position Title: _____

Office Ext: _____   *Suite Location: _____

Classification of User (must select one):

◯ Faculty   ◯ Staff

◯ Ph.D Student   ◯ Student Worker

◯ *Lecturer   ◯ *Visitor/Temporary

*If temporary, visitor, or lecturer provide start and end dates

Start Date: _____   End Date: _____

For computer/printer(s) or sharedrive(s) setup and access, you may submit an online helpdesk ticket at, https://helpdesk.bauer.uh.edu, with a description of your problem(s) or request(s). For any questions or concerns, please contact our IT Support Support Desk directly at, 713-743-4871.

Authorization(s): *Required*

*Employee Signature : _____   Date: _____

*(Department) Approved By: _____   Date: _____

(BDT) Approved By: _____   Date: _____

*User Policy Acceptance:

☐   *Please have user read and understand the Bauer Net General Policies as stated therein.*

Comments:

BAUER NET GENERAL POLICIES:

C.T. College of Business provides each Faculty/Staff an approved Bauer Net account to provide access to our local area network for college business or academic purposes only.

A Bauer Net account is assigned to a single individual who is accountable for the activity on that specific account. Users must respect the privacy of other users. Users shall not seek or reveal passwords belonging to others users.

Below are some password security guidelines that Bauer faculty/staff should follow to protect and respect the integrity of computing systems within the university and Bauer Net domain:

Security Breach

UH passwords are required by law to protect confidential data and information on students, faculty, and staff from hackers. *UH passwords provide security for many of the universities software applications, which include: PeopleSoft HR/FINA, Cougar Card, and CougarNet systems. MAPP policy 10.03.01 http://www.uh.edu/mapp/10/100301pol.htm

Create Strong Passwords

UH General Computing Policies: http://www.uh.edu/infotech/php/template.php?nonsvc_id=27

1. Minimum Password Length: 8 characters.
2. Passwords must include combinations of upper and lower-case letters, numbers, and special characters: ! # % & ( ) * @ ^
3. Passwords are to be changed at least every 90 days; and passwords protecting privileged or high-level access accounts should be updated more frequently. Passwords should not be reused.
4. Bauer Net Password Reset: If your password is reset, you will be prompted to change your password immediately once you are logged in. *For assistance you may call Bauer IT Support at 713-743-4871.
5. Bauer Net Password Lockout: After 3 failed login attempts, your account will be locked out. This will require your account to be unlocked by calling Bauer IT Support at 713-743-4871. *Contact 713-743-1411 for other University password(s) assistance, such as: CougarNet, PeopleSoft (PASS).

Things to avoid:

1. PASSWORDS SHOULD NOT BE SHARED WITH OTHERS!
2. Passwords should not be written down and stored around your desk area or in an obvious place.
3. Passwords should not be based on personal information, general words/names, or simple strings of letters/numbers.
4. Should not be based on your real name, username/id, handle, nickname, screen name, etc.

Account Information

Applicable individuals interested in this service should fill out the Bauer Net Account Form, obtain the required authorization and return this form to the Bauer Division of Technology department. Individual is to comply with the password and usage policy as stated.

If you have any trouble or questions, you can contact Bauer IT Support at (713) 743-4871 or submit your request online at https://helpdesk.bauer.uh.edu.

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