University of Houston Clear Lake

Sponsored Account Request

At the University of Houston-Clear Lake, members of the faculty and staff are provided with a computer identity (i.e., a user name and a password in the UHCL domain) upon their arrival as a matter of course. For accountability purposes, this account is the one that should be used by the faculty or staff member to perform virtually all University-related business functions.

However, there are occasions when specific circumstances require the creation of a special computer identity in the UHCL domain referred to as a "sponsored account". The word "sponsored" is used to indicate that these accounts must be requested and managed by an active member of the UHCL faculty or staff who will be considered the sponsor of the account.

The most common reasons that sponsored accounts are created is for use by:

- Application programs that need a computer identity to connect one or more of the University's supporting systems (e.g., databases),
- Groups of individuals sharing a job function who may use the sponsored account to:
  - Receive and reply to email from their constituents, or
  - Share folders and files related to their department, work group or project team, or
- Individuals who are not members of the faculty or staff, but who need to collaborate with a specific work group or project team.

A sponsor is responsible for ensuring that:

- The account's password or other authentication mechanism is managed in accordance with UHCL and UH System policies.
- The account is only used in the manner described in the business justification section of this document.
- This form is updated and submitted to the UCT Support Center immediately whenever:
  - Any additional functionality is required in the future.
  - The sponsor's job function changes or the sponsor leaves the University so the account must be transferred to another sponsor.
  - The account is no longer needed.

By completing, signing and submitting this request to UCT, I am accepting the role of sponsor for the requested sponsored account, and I am attesting that I have read, understand and agree to abide by the terms specified within this document.

Proposed sponsored account name: _____

Business justification for the sponsored account:

_____

_____

_____

Sponsor: _____ (UHCL user name) _____ (Name (printed)) _____ (Signature) _____ (Date)

Sponsor's Supervisor: _____ (Name (printed)) _____ (Signature) _____ (Date)

UCT representative's comments:

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UCT representative: _____ (Name (printed)) _____ (Signature) _____ (Date)

Information Security Officer's comments:

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Information Security Officer's approval: _____ (Name (printed)) _____ (Signature) _____ (Date)