

Bismarck State College Computer Account Information

Email and Network Login Form

Name: _____	Work Phone Number: _____
Last First Middle Initial	
Department: _____	Fax Number: _____
Job Title: _____	
Building Location: _____	Room Number: _____
Empl ID: _____	
Request Type: _____	1 = Faculty 2 = Staff / Administrator 3 = Work Study / Student Employee / Other
Please read the "BSC Responsibility Form" on page 2. Your signature indicates that you have read the form and agree to abide by its terms.	
Signature: _____	Date: _____

Bismarck State College Email System – To activate your email account please follow the steps below:

1. Go to <http://enroll.nodak.edu> and follow the instructions.
2. After you have completed the policy quiz, the following/next screen will show you your email address and prompt you to change your password.
3. Please write your email address on the line below and return this form to the Information Services Help Desk located in Schafer Hall Room 129 or mail the form to Bismarck State College, Information Services Dept, PO Box 5587, Bismarck ND 58506-5587.
4. After you have activated your email address and returned this completed form to the Help Desk, the remainder of your network access will be set up by the Help Desk.
5. For BSC positions that will be assigned laptops, this process will need to be completed before you can receive/pick up your laptop from the Help Desk. (If you are a new employee, laptop training may be necessary.)

If you have any questions, please call the Help Desk at 224-5442.

Your BSC email address: _____

***** Do Not Write Below This Line *****

Network Login: _____

Enrolled By: _____ Date: _____

BSC RESPONSIBILITY

1. You will be responsible for using the BSC Email and BSC system for educational purposes. Abuse of the system (sending nuisance or obscene notes or messages, material that is intended to annoy, harass or alarm another person, random messages, excessive network traffic, etc.) may result in loss of privileges. If you no longer plan to use the account please ask the Help Desk to remove your account from the system.
2. Inappropriate use of any network facilities (local or on an attached network) may result in loss of network privileges. See the Computer Facilities usage guidelines for the external networks accessible from the HECN. Contact the Help Desk (224-5442) if you have questions regarding these networks.
3. The BSC Email and BSC accounts are active as long as you are associated with BSC and actively using the system. Currently, accounts that have not been used for one year or more will be removed from the system. This time period is dependent upon the system activity and may be less in the future. If your account is removed your files will be lost.
4. The BSC email and BSC network accounts are assigned to the person making application for the account and are not to be shared with anyone.

Check with the BSC Help Desk for computer use policies and procedures (i.e., changing quotas).

Please change your password on a regular basis to insure the security of your files and the entire system. The best kind of password is one that consists of two short words separated by a special character such as a number. Proper names of any kind are not very good passwords.