



VM Registration Form

This form is to be used for registering VM users. Please read the instructions and the University Computing Systems (UCS) Conditions of Use on the back of the first page before filling in the form. Passwords should be picked up in person at the UCS Client Centre, 302 General Services Building.
You must present personal identification in order to receive your password.

Section 1

A. Last Name WOMEN'S RESEARCH CENTRE
(ASSHETON-SMITH) First Name (MARILYN)
B. Address ED FOUNDATIONS 11043-90 AVE
Postal Code _____

C. Business telephone 49281950
D. Type of work (check one)
 1. Research
 2. Administrative
 3. Course
 4. Other (please specify below) _____
F. What is your present position on campus? (check one)
 1. Undergraduate
 2. Graduate
 3. Faculty
 4. Post Doctoral Fellow
 5. Professional Officer
 6. Staff (Non Academic)
 7. Other (please specify below) _____

E. Access to the following applications required
 PROFS
 SAS
 SQL
 VM/CMS
 Other (please specify) _____
G. Type of logon ID required Personal Group
H. Logon ID (optional) WOMENRES

Acknowledgement

I have read and agree to comply with UCS conditions of use.

Signature Marilyn D Assheton-Smith Date May 11, 1991

Section 2

A. Account number 64011311
(major/inter.)
B. Project number _____
(to be assigned by Department)
C. Expiry date _____
(generally March 31, of fiscal year)
D. Dollars: _____
(Hard Dollars - minor code 4520)
E. Disk file space _____
(number of cylinders, 1 cylinder = approx. 500,000 bytes). When creating a logon ID, the disk file space maximum default is 1 cylinder except for SAS logon IDs where the default is 2 cylinders. When renewing a logon ID the default is the previous disk file space maximum.

Authorization

I have read and agree to comply with UCS conditions of use.

Financial Authority Marilyn D Assheton-Smith Phone _____ Date _____
and/or
Grant Director _____ Phone _____ Date _____

Section 3

Logon ID assigned _____
Registered by _____ Date _____

First copy—retain for Departmental records
Second and third copies—fold, staple, and mail.



VM Registration Instructions Only

Instructions for filling out this registration form

Section 1 To be filled in by requesting user.

- A. Last name followed by first name generally used.
- B. Address should be a campus address if possible; if not, a home or business address.
- C. Business phone.
- D. Type of work - check one only.
- E. Check the application(s) required for your needs. Default is access to VM only.
- F. Position - if more than one applies, choose the one which applies to your capacity while using this requested logon ID. Check one category.
- G. Type of logon ID - check one only.
- H. Fill in only if applying for a group logon ID. All personal IDs are created with first letter of first name generally used, and the first 7 letters of your last name.

Section 2 To be filled in by the Financial Authority of the Department.

- A. Account number - filled by the Financial Authority or Grant Director. It is the account number to which your VM computing expenses will be charged.
- B. Project number - the last two characters of the 4 character project number are assigned by the department and is solely for their record keeping benefit.
- C. Expiry date may be any date prior to March 31, of the present fiscal year. Once expired, a user will not be able to sign on until re-registered by his Financial Authority.

Maximum allocation

- D. Dollars - the amount of money you have been allocated for printing using UCS printers for this fiscal year or until your logon ID expires.
- E. Disk file space - physically allocated in cylinders, (currently 1 cylinder = approximately 500,000 bytes). All disk file space requested is charged for, whether it is used or not. Therefore, do not over estimate. Your disk file space allocation can be adjusted if you need more later.

Authorization

- F. If a departmental account is being charged, the Financial Authority for that department must sign here. If it is a grant (NRC etc.) then the grant holder or someone with signing authority on the grant must sign here.

Funds used for the purchase of computer services at the Department of Computing Systems are derived from the University of Alberta General Operating Fund and from Research Grants.

The responsibility for authorizing the expenditure of these funds, and the propriety of the projects to which these funds are allocated, is assigned to Departmental Financial Authorities and Grant Directors respectively.

UCS Conditions of Use

The Conditions of Use statement is to promote the responsible, ethical, and secure use of University Computing Systems (UCS) facilities, for the protection of all UCS users.

In the following, "account" means a University Computing Systems MTS, VM or MVS signon identification plus associated files; "financial authority" means the person who authorizes payment for work performed under an account.

As a condition of use of UCS facilities, the user agrees to use the computing facilities in an *authorized, appropriate, and responsible* manner, as described below.

Authorized Use

Users shall use computing facilities in a manner consistent with University policy. Computing accounts shall be used only for the purposes specified by the financial authority for that account, and shall not use any other user's account unless explicitly authorized to do so by the financial authority of that account.

Users shall respect the privacy of other users; specifically, users shall not intentionally seek information about, obtain copies of, or modify files, tapes, or passwords belonging to other users unless explicitly authorized to do so by those users and then only for the purposes intended by the financial authority.

Users shall not attempt to develop or use programs which harass other users of the system, or which infiltrate the system, or which damage the computing facilities, or which alter the software components of the system.

Users shall not copy or remove any disks, software, or documentation from the microcomputer labs.

Users shall respect the financial structure of the system and shall not develop or use any unauthorized mechanisms to alter or avoid charges levied by UCS.

Users shall report to UCS and their financial authority any information which they may have obtained concerning instances in which the above conditions have been or are being violated.

Appropriate Use

The user shall use the computing facilities in a manner consistent with the objectives of the specific project for which such use is authorized. It is inappropriate to use computing resources:

- for purely recreational, noneducational purposes;
- simply to use computer resources;
- in a frivolous manner;
- in a way unrelated to the objectives of the project.

Responsible Use

Users are urged and expected to use the computing facilities in a responsible and efficient manner consistent with the goals of the project for which the account was authorized.

Users are expected to:

- utilize efficient and effective techniques for program execution;
- refrain from engaging in deliberately wasteful practices such as:
 - unnecessarily large printer listings;
 - unnecessary computations;
 - unnecessary holding of magnetic tape drives;
 - creation and retention of unnecessarily large files;
 - unnecessary holding of terminals or telecommunications lines.

Notice of Penalties

All users are hereby advised that violation of one or more of the above conditions of use shall be treated as both unethical conduct and a breach of the account contract. UCS is obliged and empowered to take any action necessary to combat and prevent such violation. This may include suspension, restriction or cancellation of user privileges, claims for the costs of unauthorized computer time, and any other penalty or discipline which UCS deems necessary in the circumstances. The user agrees to pay any costs imposed for unauthorized use of computer time. In addition, the user is advised that unauthorized use may be an offence under the Criminal Code of Canada or other Federal or Provincial legislation, and may be reported as such by the University for prosecution.

UCS reserves the right to take remedial action in the case of possible abuses of the above conditions of use. To this end, UCS, with due regard for the right of privacy and confidentiality of users' data, shall have the authority to examine files, passwords, accounting information, printouts, tapes, or other material which may aid the investigation. Users are expected to cooperate in such investigations when requested. Failure to do so may be grounds for cancellation of access privileges.

Financial Authority's Responsibilities

A financial authority for a computer account is held responsible for all actions performed with the use of that account. Passwords for accounts and receipts for magnetic tapes are issued only to the owner of that account or tape. Subsequent use of the account or tape is totally under the control of the owner or financial authority. Unauthorized, inappropriate, or irresponsible use of an account may result not only in suspension of that account and withdrawal of services, but suspension of other accounts controlled by the financial authority and withdrawal of services pending investigation and corrective action.

REQUEST FOR ACCESS TO THE MVS SYSTEM
Please fill out one form per Position requesting access.

Request initiated by:
 Name. B. SHOKAN
 Dept. EDFN
 Phone. 0759
 Address. EDN 5-109
 Account. 64-01131

Request received by:
 Name. B. Waldman
 Dept. UCCS
 Phone. 2462
 Date. 9/05/09

Access Requested for.
 IF AN ID EXISTS PLEASE SPECIFY, else note appropriate information:

| ACF2 id. | Position | Dept. | Phone. | Name. |
|-------------------|---------------------|-------------|-------------|-------------------------|
| (MTS) <u>WRCP</u> | <u>ASSOC. PROF.</u> | <u>EDFN</u> | <u>2556</u> | <u>M. ASHETON-SMITH</u> |

Access to which System(s)

IMS / CARS
 IMS / SIGL
 IMS / Other _____ (Please specify)
 TSO
 ROSCOE
 DOBIS (LIBRARY CATALOGUING)

✓ ACFBATCH
 ✓ JTPX
 ✓ MICS (64-01131)
 ✓ Docs 30-18500

IMS/ADF Information.

Profile Info Field

Do you require terminal access?

SIGL Information.

What type of terminal? _____

What accounts do you wish to have access to:

Operating Capital Trust

(Your DP Acct should do)

ROSCOE Information.

Prefix Formal Key _____

TSO Information.

Procedure Name _____ Account _____

Document Flow.

| System ==> Responsible Party\ | CARS | SIGL | Other IMS | TSO | ROSCOE |
|--|------------|------------|--------------|------|------------|
| REGISTRAR (Susan Main) | YES | | | | |
| COMPTROLLER (Harriet Campbell) | | YES | | | |
| MVS Security (Marianne Lyons) | YES (1) | YES (1) | YES (1) | YES | YES (1) |
| MVS Customer Support (Joan Yandeau) | | | | YES | YES |
| MVS ADF Security (Marianne Lyons) | YES | | YES | | |
| REQUESTING PARTY. | LAST | LAST | LAST | LAST | LAST |

Note (1) -- First stop if the ACF2 logonid does not exist.

Responsible Parties.

Signature.

Date.

MVS Security Officer

Bilman

9/105/13

MVS ADF Security

MVS Customer Support

Registrar's Representative

Assistant Comptroller

IMS/ADF System Representative

Please complete your function, sign and date the form and PASS IT ON IMMEDIATELY to the next responsible party. Please remember, if an ACF2 logonid does not exist, the MVS ISO must create it before any one else can continue with their functions.

If an ADF system is involved, the ADF Security Representative needs to receive this form second only to the involvement of the MVS ISO.

To the receiving client.

By the time that you receive your copy of this form, all the necessary steps to allow you access to our system will have been completed. You have already received, or soon will, notices with regard to training in the applications to which you have been granted access.

Document Flow.

| System ==> Responsible Party\ | CARS | SIGL | Other IMS | TSO | ROSCOE |
|---------------------------------------|------------|------------|--------------|------|------------|
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| MVS Customer Support (Joan Yandea) | | | | YES | YES |
| MVS ADF Security (Marianne Lyons) | YES | | YES | | |
| REQUESTING PARTY. | LAST | LAST | LAST | LAST | LAST |

Note (1) -- First stop if the ACF2 logonid does not exist.

| Responsible Parties. | Signature. | Date. |
|-------------------------------|------------|-------|
| MVS Security Officer | _____ | _____ |
| MVS ADF Security | _____ | _____ |
| MVS Customer Support | _____ | _____ |
| Registrar's Representative | _____ | _____ |
| Assistant Comptroller | _____ | _____ |
| IMS/ADF System Representative | _____ | _____ |

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 Address. EDN 5-109
 Account. 64-01131

Request received by:
 Name. B. Wilman
 Dept. UCS
 Phone. 2462
 Date. 9/10/09

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IMS / CARS —

IMS / SIGL —

IMS / Other (Please specify)

TSO —

ROSCOE —

DOBIS ✓ (LIBRARY CATALOGING)

*ACFBATCH
TPX
MICS*

IMS/ADF Information.

Profile — Info Field —

Do you require terminal access? —

SIGL Information.

What type of terminal?

What accounts do you wish to have access to:

Operating Capital Trust

 (Your DP Ac

This request was not processed since M. Ashton-Smith got DOBIS access through CSID=WRCP

AS

ROSCOE Information.

Prefix — Formal Key

TSO Information.

Procedure Name Account

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|--|------------|------------|--------------|------|------------|
| REGISTRAR (Susan Main) | YES | | | | |
| COMPTROLLER (Harriet Campbell) | | YES | | | |
| MVS Security (Marianne Lyons) | YES (1) | YES (1) | YES (1) | YES | YES (1) |
| MVS Customer Support (Joan Yandeau) | | | | YES | YES |
| MVS ADF Security (Marianne Lyons) | YES | | YES | | |
| REQUESTING PARTY. | LAST | LAST | LAST | LAST | LAST |

Note (1) -- First stop if the ACF2 logonid does not exist.

| Responsible Parties. | Signature. | Date. |
|-------------------------------|----------------------|-----------------|
| MVS Security Officer | <u><i>Bilman</i></u> | <u>9/105/13</u> |
| MVS ADF Security | _____ | _____ |
| MVS Customer Support | _____ | _____ |
| Registrar's Representative | _____ | _____ |
| Assistant Comptroller | _____ | _____ |
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| MVS Customer Support (Joan Yandea) | | | | YES | YES |
| MVS ADF Security (Marianne Lyons) | YES | | YES | | |
| REQUESTING PARTY. | LAST | LAST | LAST | LAST | LAST |

Note (1) -- First stop if the ACF2 logonid does not exist.

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| MVS Security Officer | _____ | _____ |
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