

## CSB Computer Login Contract

The Center for Student Business, accessing the Student Government Association's Server provides a secure network with several workstations to allow students from all businesses to enter data into the CSB network. Each computer is equipped with the software necessary to manage your business records. Complete this form and return it to the CSB to obtain a user name and password for access to Student Business Files. You will be prompted to change your password at login and every 60 days. Create a secure password at least 6 characters in length and containing 3 of the following options: upper case, lower case, numbers & special characters. An easy way to remember the password since you will get only one free change is to use your OIT password followed by a special character and number. When changing the password just increase the number.

Store all Information in the file called "pubdir on 'SATF (Umasatffcsv)'" which stands for public directory. Inside that folder you will find a folder labeled "All Business Files" inside of which each business keeps their files in separate folders by category or committee. **(Do not save business records on the local computer in My Documents since you will not be able to access them when using another workstation.)**

**By signing or submitting this form you are agreeing to the following Student Business policies:**

- Use your own login to access the files for your business. All other files will be "read only" and you will not be able to edit or save documents in the files of another business. Log off before leaving the office.
- Keep your login information confidential to protect the security of our files. We believe in cooperative business practices but **do not to share your login with others.**
- Student Business work takes priority especially when deadlines are approaching. Please be aware of others who are waiting for a computer.
- Sign up on the white board for the next available computer.
- Printing resources are limited. Use "print preview" to avoid printing unnecessary pages. You may print one copy of a document and then go to CD&C to make multiple copies for your business.
- Do not install any software on these computers; this will be done by our Computer Tech. Downloading anything from the Internet including music or instant messaging is prohibited while working in the CSB.
- Contact [nsud@student.umass.edu](mailto:nsud@student.umass.edu) to report any computer issues. Identify the workstation and be specific about the problem, i.e. please load Adobe Reader on CSB003.

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***I have read and understood the computer login contract***

\_\_\_\_\_  
(Your name & date of request)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(UMass Email Address)

\_\_\_\_\_  
(Other Email)

Name of the Business file to which you will need access: \_\_\_\_\_

Regarding your Position, please check as many as apply:

**Co-Manager**

**Consultant**

**Payroll Manager**