

# Bielefeld University, Faculty of Mathematics

## Application for computer access

(Mandatory entries are **highlighted**)

<b>Name</b>	<b>First name</b>
<b>Faculty member</b>	Password sponsor <sup>1</sup>
<b>Uni-ID</b>	Date of Birth <sup>2</sup>

I acknowledge,

- that the faculty's equipment is not covered by insurance against loss or damage and I will be held responsible for any damage caused by me,
- that the Faculty of Mathematics or the computer laboratory cannot be held liable for any loss of data.

Furthermore I pledge to

- handle any equipment made available to me by the computer laboratory with care,
- keep my login safe from unauthorized use,
- **never disclose my password** to others, especially not on request by e-mail,
- obey the German data privacy laws.

Notes on computer usage:

- No devices, especially computers, may be turned off or rebooted.
- The account must not be abused, e.g. for spying on other users, manipulating the devices or data of others, disturbing others by spamming their mail, etc. **Downloading or hosting illegal or illegally copied content** (such as Hollywood movies) **is prohibited**. You can be held responsible for any damage caused by abuse of your account.
- When leaving your workstation, be sure to log out or (in case of office workstations) lock the screen. Public workstations, especially those in U5-139, must not be left with a locked screen.
- Notifications concerning systems that are not working properly should be sent to the computer laboratory ([root@math.uni-bielefeld.de](mailto:root@math.uni-bielefeld.de)) The employees of the computer laboratory are primarily responsible for ensuring the operation of the system. Please understand that individual advice for users is thus secondary.

Please read the reverse page with details on how to proceed further. More information can be found here:

<http://www.math.uni-bielefeld.de/complab>

**Please turn over.**

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<sup>1</sup>The new account is created with a random initial password, which by default is sent to the denoted faculty member. If the initial password shall be sent to a different user (the password sponsor), give his or her login name here.

<sup>2</sup>Only needed in case no Uni-ID is available.

## Application and Commissioning of the Account

- When filled out, this form is to be handed in to the computer laboratory (U5-142) or dropped into the mailbox U/V 5-1839. It is also available digitally (as a PDF-File) at <http://math.uni-bielefeld.de/complab/account>
- If the new account cannot be created immediately, please wait for the notification mail sent to the password sponsor (the denoted faculty member, if not stated otherwise).
- The mail sent to the password sponsor contains an initial random password for the new account, and advice how to change it (immediately after the first login). The password sponsor informs the new user about the procedure, and helps changing the password if necessary.

### Rules for choosing your password

To use your account you need a login name and a corresponding password. The latter has to be chosen by you—read below for more information on that. The password is not only meant to protect your data but also guarantees that misuse can be tracked down to a single person. Keeping your password secret safes you and us a lot of hassle. The following rules have to be considered when choosing a password:

- The password must consist of at least eight characters.
- Characters from at least three of the four character classes capital letters, lower case letters, digits, and others must be used in the password.
- The password must not be a common word occurring in dictionaries, or a simple derivation thereof. Passwords that are too simple are rejected.
- The password should not be easily guessable. So, do not use first names, birth dates, social security numbers of any relatives, spouses or such.
- Do not re-use passwords on different accounts.
- Change your password occasionally.

**You'll find useful tips for using our computers at:**

<http://www.math.uni-bielefeld.de/complab>

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Date

Signature of the applicant

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Date

Signature of the faculty member