

EMU WEB DIRECTORY ACCESS AGREEMENT

Eastern Michigan University provides directory access on its Web servers (www.emich.edu domain) to authorized users. Directory access is granted for the purpose of developing and maintaining official EMU Web sites only. Individuals who meet the following criteria are eligible to become authorized users:

- The individual must be a current EMU student, faculty or staff member, OR an authorized agent of the University.
- The individual must obtain approval from his/her area director or dean to access, modify, maintain and develop the department/area Web site and all files in the department's directory or specified subdirectory.
- The individual must have or obtain the skills necessary to use SFTP (and SSH as needed).

User Responsibilities

Applicants seeking directory access on the EMU Web servers must agree to all of the following conditions, and must personally accept the responsibilities detailed in this document.

1. You agree to adhere to all applicable EMU policies and regulations, including but not limited to acceptable use, privacy, security, Web design and site content/maintenance.
2. You agree to use the directory account that you will be granted on the Web server as YOUR INDIVIDUAL ACCESS ACCOUNT, for YOUR use only. EMU assigns user accounts to individuals, not to organizations or groups. Therefore, no one other than you may use your user name and password under any circumstances. You agree to keep your user name and password secure and not share your access with any other users.
3. You agree to notify the Director of Integrated Content immediately upon the termination of your responsibilities for your department/area Web site, or upon change or termination of your status as an EMU student, employee or authorized agent.
4. You agree to provide a current, active email address at which you can be reached with communications concerning your account. For EMU users, this will be you're my.emich email address.
5. You agree to change your password periodically (password.emich.edu) and to keep your server access information in a private, safe and secure location accessible only to you.
6. You agree not to load or store in your area/departmental Web directory or subdirectories any files of any kind that are not directly and currently a part of the official Web site for your area or department.
7. You agree to keep your department or area Web site current and accurate insofar as you have been charged with this responsibility.

Acceptance of the Agreement

I understand and accept the terms of this Agreement, and I personally accept responsibility for any and all activity that takes place under my user account. I understand that failure to adhere to any of the terms of this agreement is cause for immediate termination of my account privileges, without advance notice. I further acknowledge that if activities under my account violate any applicable EMU policies, I will be subject to disciplinary actions under the terms of those policies.

Applicant's Signature

Date

Applicant's Name (printed)

My.Emich User Name

