



Faculty/Staff Account Request Form – WIN

SECTION 1: User Account (Required)

Name: _____

Winthrop ID Number: _____

Preferred Name: _____

Title: _____

Department: _____

Office Building/Number: _____

Office Phone: _____

Mother's Maiden Name: _____

Employment StatusFull-time with benefits? YES NO *If "NO," user account will expire on October 1st of the following year. Extensions can be requested annually by supervisor.*

This application is for a user account in the WIN Domain. You will be responsible for protecting your interactive sessions and passwords. Please be sure to complete the cyber security training within one week of notification or your account may be disabled.

- Choose a unique password that cannot be guessed. (Use a mix of UPPER/lower case, numbers, and symbols.)
- Do NOT give your password to anyone, including IT!
- Do NOT write down your password.
- Never allow anyone access to your account.
- Log out or lock your session whenever leaving a workstation.

"I am a member of the Winthrop Community. I agree to abide by the instructions above for securing my interactive sessions and passwords. I have read and understand the Winthrop University Policy on the Appropriate Use of Information Technology Resources (the AUP). I understand and accept the "Enforcement and Penalties" sections for violating the AUP."

User Signature_____
Date**If you forget your password or believe someone has obtained your password, call 803-323-2400.**For information on safe computing practices or to view a copy of the AUP, please visit www.winthrop.edu/technology

SECTION 2: Additional Options (Not Required)

To request A University-related or personal web page, complete the following section:

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- faculty.winthrop.edu web page (Academic or research-related web pages)

If requesting a web page on faculty.winthrop.edu, we require the signature of your Chair or Director.

Department Chair/Director signature (for faculty.winthrop.edu page)____/____/____
Date

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- www.birdnest.org (Personal web pages)

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- Server storage space (Z: drive)

"I have read, understand, and will comply with the Winthrop University Web Policy located at www.winthrop.edu/it."

User Signature_____
Date