

**Sam Houston State University**  
**A Member of The Texas State University System**

**Finance & Operations Information Resources Policy FO-IR-03**  
**SHSU Computer Accounts**

Access to the University computing system is restricted to University faculty, staff, students and authorized visitors. Usage of University computing systems is governed by the Computer Services Acceptable Use Policy. Computer Services will only authorize one interactive login computer account per person; more than one person may not share a computer account. Computer Services will only provide computer accounts for those users that are eligible for the account based on University records.

Computer accounts may be issued to accepted students, and employed/retired staff or faculty members. In some cases, authorized visitors may be issued an account. The pertinent personal information must be on file in the University database before the accounts can be created.

Every authorized University computer account will be assigned a password for authenticating the user of the account and restricting access to the account resources. The password information is restricted to the user assigned the computer account and should not be given to or shared with anyone else. Users may not use someone else's computer account to access SHSU computer resources. If additional access is required for University activities, users should contact their supervisors so they may request access. University systems will have an expiration time for passwords that will require users to change them on a regular basis.

Visitor accounts are available for individuals that are not directly associated with the University but need access to University computing resources in conjunction with a University-sponsored event or activity with which they are associated. Faculty or staff members may have the visitor complete the Computer Account Request form, available on the Computer Services web site. The University staff or faculty member will then submit a written request to Computer Services for the access.

Reviewed by: Mark C. Adams, Associate Vice President for Information Resources and  
Nancy Sears, Director, Computer Services Client Support - 11/01/2007  
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