**COMPUTER SCIENCE ACCOUNT FORM**

Please fill out the front and back of the form completely (PRINT LEGIBLY & SIGN BOTH SIDES).

**PLEASE SEE:** [https://support.cs.jhu.edu/wiki/Obtaining_CS_Computer_Accounts](https://support.cs.jhu.edu/wiki/Obtaining_CS_Computer_Accounts) for info on filling out this account form. Once you have completed the form (including obtaining authorized signatures), return it to a staff member at the front desk in Malone 160 (9am – 4pm). We will contact you to set up a time and place to pick up your account information (Generally takes 1-2 business days). You will need your J-card or another form of photo ID.

Logins/passwords will not be given out over the phone or via email!

**Type(s) of Account Requested:**
- [ ] Linux Undergrad
- [ ] Linux Grad/Research
- [ ] Windows (CS Office Staff Only)

**Please Print Neatly! Make Sure You Complete Entire Form, Both Sides!**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>Middle</th>
<th>First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>JHED ID</td>
<td>J Card # (top number):</td>
<td></td>
</tr>
<tr>
<td>Local Address:</td>
<td>Local Phone #:</td>
<td>Permanent Phone #:</td>
</tr>
<tr>
<td>Full JHU Email Address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permanent (non-JHU/non-CS) Email Address:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**** Note to CS Students: We typically use your @jhu.edu address in our dept. student mailing lists. ****

**Advisor’s Name or P.I.:**

**Advisor’s or P.I.’s Department (if not CS):**

**CS Undergrad & Masters students:** A username will be assigned to you. The username will be based upon your JHED account username.

**CS PhD Students/Faculty/Staff, etc.:**

Choose three possible usernames. Please make sure that all three are radically different. We will try our best to use your first choice:

8 characters or less:

Non-CS Students taking a CS course: Your username will be assigned to you and will only be valid for you during the semester.

Already have a CS acct., but applying for a different type CS acct? **We need your current CS username & current CS acct type:**

(For example: CS Grad account requesting a CS Ugrad account or vice versa.)

***** WE DO NOT CHANGE USERNAMES ONCE THEY ARE CREATED. *****

**Please check (☑) one of the following. Are you:**

<table>
<thead>
<tr>
<th>Employee?</th>
<th>CS Student?</th>
<th>Non-CS Student?</th>
<th>Other?</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ CS Faculty</td>
<td>☐ CS Minor</td>
<td>☐ Student, taking a course in CS department</td>
<td>☐ Lab access for TA, but for instruction/meeting only; No CS Account needed.</td>
</tr>
<tr>
<td>☐ CS Staff</td>
<td>☐ CS Major</td>
<td>☐ Student, taking a course in CS department</td>
<td>☐ Other reason for acct. Please specify:</td>
</tr>
<tr>
<td>☐ Visiting JHU Faculty</td>
<td>☐ MSE</td>
<td>☐ (account will be removed at the end of the semester)</td>
<td></td>
</tr>
<tr>
<td>☐ Post Doc</td>
<td>☐ PhD</td>
<td>☐ Course name and #:</td>
<td></td>
</tr>
<tr>
<td>☐ Researcher</td>
<td>☐ CE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Other JHU Employee</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Your Signature:**

*Authorized Signature (REQUIRED):*

<table>
<thead>
<tr>
<th>Print:</th>
</tr>
</thead>
</table>

*Authorized signatures are required for all CS accounts. All CS graduate students and postdocs must have Zach Burwell’s or Revelle Niles (or equivalent) signature. All CS Ugrad students must have Dr. Joanne Selinski’s (or equivalent) signature. All others must have their CS advisor, CS professor, CS faculty sponsor or Laura Graham’s (MH-160) signature. If you are unsure, please contact CS IT Support at support@cs.jhu.edu*

**YOU MUST: Read and Sign the Lab Rules on Reverse to Complete your Application.**

<table>
<thead>
<tr>
<th>Area below is for Computer Science Systems Staff use Only!</th>
</tr>
</thead>
</table>

User Login Name:
- ☐ Linux Undergraduate
  - Initials: Date: Password:
- ☐ Linux Grad/Research
  - Initials: Date: Password:
- ☐ Windows (CS Staff)
  - Initials: Date: Password:

**Please change your password as soon as you login!**

Keep this account form in a secure place! You are responsible for it. **Account Information received:** Date:

For more details on our CS computing services, please visit the CS IT Support Wiki: [https://support.cs.jhu.edu](https://support.cs.jhu.edu)
The Johns Hopkins University Department of Computer Science


The following applies to the CS Grad & Undergrad Computing Labs (MH 122 and MH G-61) and their computers. However, where appropriate, these rules and policies also apply to the general computing services provided by CS I.T. The computing labs are here to meet computing needs of students taking Computer Science courses that have specific resource needs not offered by the rest of the university computers and labs. We accomplish this goal by providing the tools needed to meet their academic goals in a positive educational environment.

NOTE: THE COMPUTER SCIENCE UNDERGRAD AND GRAD LABS (Malone 122 & G61) ARE UNDER SURVEILLANCE FOR YOUR SAFETY, AS WELL AS FOR THE PROTECTION OF THE LAB EQUIPMENT.

THE RULES OF USE FOR THE COMPUTER SCIENCE GRAD/UNDERGRAD LABS, THEIR RELATED COMPUTERS, & GENERAL CS I.T. SERVICES:

1. Absolutely no commercial software is to be installed on any of the CS Grad/Ugrad Lab-related computers, except by the CS I.T. Support Staff.
2. Any user-installed free/shareware must be installed within user’s own home directory and removed when done.
3. Tampering with current setups/configurations of the CS Grad or Ugrad Lab-related computers and furniture is prohibited and will not be tolerated.
4. People doing work for Computer Science courses will have priority over anyone else using the CS Grad or Ugrad Lab machines.
5. No foreign hardware (with the exception of USB thumb drives) is to be used with the CS Grad or Ugrad Lab machines or wall ports without the permission of the CS I.T. Support Staff.
6. No networked games (except for those required for class assignments on game software-writing) are to be played on any of the CS Grad or Ugrad lab computers. We define networked games as any real-time, graphics-based game played between two or more computers.
7. Admission to the CS Grad and Undergrad Labs is granted only to those persons who have legitimate Computer Science Department needs. These persons will have J-Card access.
8. Students will not allow any non-authorized persons into the CS Grad/Undergrad Labs. Only those who have Computer Science-authorized J-Card access will be allowed into these labs. All CS users should swipe their J-Card for entry to the CS Labs.
9. No bicycles allowed in the Computer Science Undergrad Lab for any reason. Use the bicycle racks outside the building.
10. Users will clean up after themselves in the CS Computing Labs.
11. Although eating is currently (subject to change) allowed in the Computer Science Grad & Ugrad Labs (Malone 122 & G61), you must not get food/drink on the furniture, floor, or computers. Additionally, you must clean up all food-related items before you leave the labs. Food/drink-related messes made will not be tolerated and may result in forfeiture of lab access.
12. No propping the CS Undergrad Lab doors open unless authorized to do so by the CS office or CS I.T. staff.
13. The CS Ugrad Lab (Malone 122) and the Ugrad side of Malone G61 are both primarily for Undergrad students and for Grad/Masters course work as required. However, Grad/Masters students should utilize the Masters Lab side of Malone G61’s computers instead, whenever possible, and only use the Ugrad Lab computers as required. (Ugrad computers have home directory disk quotas. Grad/Masters computers do not.)
14. Users will not give out their passwords, nor will they allow others to use their personal accounts.
15. Course-specific Linux accounts issued to students will be deleted upon the completion of the course. This rule applies to Teaching Assistant accounts as well. If you need a personal Linux account, please apply for one. Details on the CS IT Support Wiki in the Accounts category.
16. Users will adhere at all times to any and all policies with regard to quotas. Users of the Ugrad Net Linux computers are limited to 8 gb of home directory disk space. Exceptions will be made on a case-by-case basis by e-mailing support@cs.jhu.edu
17. Any action which violates local, state, and/or federal laws and/or which violates JHU's Computing Ethics Policy is strictly prohibited.
18. Lock or logoff all machines before leaving the CS Grad or Ugrad Labs or any CS I.T.-managed system.
19. Locking any computing lab system for more than one hour (without prior authorization from CS I.T. Support) or leaving any machine that you are logged into unattended (and unlocked) by you is not permitted! You may be logged off regardless of what you are working on, and your account may be disabled. This is for both security purposes and to allow others to use the lab machines.

FAILURE TO COMPLY WITH THE ABOVE RULES MAY RESULT IN DENIAL OF ACCESS TO THE DEPARTMENTAL COMPUTING RESOURCES.

CASES INVOLVING VIOLATION OF APPLICABLE LAWS OR UNIVERSITY POLICIES MAY BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

BY SIGNING THIS FORM YOU INDICATE THAT YOU HAVE READ AND UNDERSTAND THESE RULES AND POLICIES.

Date: ________________________________

More about computing services at CS can be found at:

Print Name: ________________________________

https://support.cs.jhu.edu

Signature: ________________________________

Form Updated Sep., 2018