**Converting a Regular Code to a Faculty Code**

Please scan the form and send it to: [**helpdesk@tau.ac.il**](mailto:helpdesk@tau.ac.il)

1. ***This code will serve general services at the Department and is not a substitute for the personal code.***
2. ***Any use of personal information contained in this code is prohibited by the Privacy Protection Act.***

***Requester information (as stated in Section C):***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **First name (Hebrew)** | **Last name**  **(Hebrew)** | **Faculty/Department** | **ID**  (9 digits) | Phone |
|  |  |  |  |  |

***Code details:***

|  |  |  |
| --- | --- | --- |
| **Faculty username\***  (Username)  2-12 characters | **Name describing the use of the code for example: Archaeology Site**  **in English**  **Do not use the code owner’s first and last name** | |
| **Name – 1** | **Name – 2** |
|  |  |  |

***Requested services:***

|  |  |
| --- | --- |
| Exchange inbox | Home dir. access |
|  |  |

## *Intended use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\* This code is subject to personal, computerized information security laws and appropriate use of computer resources and data**

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Tel Aviv University uses a vast array of systems and computing services intended to support a range of university teaching and research activities, and providing a wide range of services for these systems’ users, faculty members, students, etc.

The university invests significant resources to protect the data stored on its computers and the external computing systems it uses in order to optimally maintain user privacy, and to do so, it operates a long line of means and defense systems to suit university activity.

The User Statement below is another component of this wide array of information protection and data privacy, by focusing on authorization and use of information given to anyone granted access to its computing infrastructure, so that the information is used correctly and only for its intended purposes.

***User Statement:***

**I hereby declare and am obligated to use university-allocated computing resources according to the following conditions:**

1. To use the university’s computing resources for my role/studies, while adhering to the laws of the State of Israel and university regulations, including any order from the university regarding the use of its name and emblem, including copyright and general laws published on occasion by the manager of the Information Technology and Computing Department.

Without infringing upon the generality of the above-mentioned, any use of computing services for commercial and political needs is prohibited.

1. To maintain secrecy regarding any information (not including public information) that reaches me while using the university’s computing resources and data, including personal information, as defined in the **Privacy Protection Act**.
2. That I am aware my university code and password are confidential and personal, and I will be liable for any use made of them.
3. That I am also hereby committing to not using a code I am unauthorized to use, or computing resources I am not directly intended to use.
4. That I hereby allow the university to publish my name and data, as entered into the e-mail directory system, in the Tel Aviv University public mailing lists.
5. In the event of suspected use contradicting said statement, the university is allowed to take all legal means at its disposal as well as inspections in order to make sure that the code and the computing resources have been used properly.
6. According to the information at its disposal, the university is allowed to **immediately** discontinue any computer code suspected of being misused or that does not fit university protocols **and/or the laws of the State of Israel**, for as long as necessary to make an inquiry and/or transfer it to the proper authorities.

The entity that authorizes the block of the computer code is the Chair and/or the head of the Information Technology and Computing Department, or anyone acting on their behalf.

***Requester’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

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