**Requesting the Use of Computer Resources by an External Entity or Volunteer (Guest)**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Creating a new account:**

1. Fill out this form and submit it to the faculty/school/department’s Computing Coordinator for the opening of an initial 30-day account.
2. If there is a need for more than 30 days, the code can be extended to 6 or 12 months for an additional fee, according to the following instructions:

**Extending an account (new or existing)**

* Go to the [MYTAU website](https://mytau.tau.ac.il/) at <http://mytau.tau.ac.il>.
* Click the link: “eShop – Acquiring software and services”.
* Choose the “Selling services and additional products” option.
* Click on “Show all services”.
* Choose the “Guest account” option.

**Click for the** [**Computing Branch pricelist**](https://computing-en.tau.ac.il/division_services/infrastructure_and_operation/computing_services_for_externals_and_volunteers)**.**

**User information:**

First name (Hebrew): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last name (Hebrew): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First name (English): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last name (English): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ID (9 digits): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of birth (dd/mm/yyyy): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guest type (regular or light): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

User code (2-12 characters): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personal email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cellphone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reasons for the request (to be filled in by the administrative manager/senior staff member):

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

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

\_\_\_ **I hereby confirm there is a valid legal agreement with this entity to provide the university with works and services, or an agreement to provide this entity with computing services.**

**\_\_\_ I hereby confirm that the requester has a volunteer subscription.**

**Hosting administrative manager/senior staff member information:**

ID (9 digits): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**User Agreement**

**General:**

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

The below User Statement is another component of this wide array of information protection and data privacy, by focusing on the rights 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 the university-allocated computing resources according to the following conditions:**

1. That the computing resources are used only for work done for the university, 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. That secrecy is to be maintained 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 be aware that my university code and password are confidential and personal, and I will be held liable for any use made of them; also, any software owned by the university is to be used only for university purposes, and any other use will be considered copyright infringement.
3. That I also hereby commit to not use a code I am unauthorized to use, or computing resources I was not directly instructed to use.
4. 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.
5. According to the information at its disposal, the university is allowed to **immediately** discontinue the 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 is necessary to make an inquiry and/or transfer it to the proper authorities.

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

**I hereby undersign:**

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

Username Signature