



Highways and Public Works

Information & Communications Technology

ACCOUNT APPLICATION FORM

Incident #

ACCOUNT INFORMATION		
<input type="checkbox"/> NEW	<input type="checkbox"/> DELETE	<input type="checkbox"/> CHANGE
Last Name:	First Name:	Middle Initial:
Title:	Phone:	Mail Code:
Department:	Branch:	Employee #:
- If you have an EXISTING YNet Account, please use that Account ID. - For new account use: First Name Initial, Middle Initial and Last Name - Up to 8 characters is the standard. - Example: John Paul Smith = JPSMITH - All Account IDs are to be made the same, i.e., YNet and AS400		

ID

Based on Account

<input type="checkbox"/> YNET	<input type="checkbox"/> DIAL-IN YNET	<input type="checkbox"/> VPN
<input type="checkbox"/> E-Mail	Suggested E-Mail Address _____ @ gov.yk.ca <i>First and Last Name is recommended (example: John.Smith). Please Print Clearly</i>	
<input type="checkbox"/> AS400		
<input type="checkbox"/> CMS		
<input type="checkbox"/> FIRM Required	Access Level	Entry Level Access
		Budget Access Level
_____	_____	_____
Data	Department	Signature of Firm Data Owner

RESPONSIBILITIES
<p>The authorized user (of the account) is responsible for:</p> <ul style="list-style-type: none"> reading, signing, and agreeing to the terms of this form; reading and understanding the government's <i>Guidelines for Using Computers</i> and other guidelines or corporate policies for the use of computer resources and conforming to them; when in doubt, seeking supervisor or departmental HR unit advice to clarify whether a contemplated use is unlawful or unacceptable. <p>The supervisor of the authorized user is responsible for:</p> <ul style="list-style-type: none"> ensuring the authorized user reads and signs this form and approving the application by affixing their signature as the user's supervisor; ensuring the authorized user has read and is continually aware of the government's <i>Guidelines for Using Computers</i>, and conforms to appropriate computer use; formally advising ICT of requests for YNet account modifications or to permanently revoke or temporarily suspend a user's access to electronic networks, systems and services; initiating investigations of suspected security breaches, inappropriate or illegal use of the government's computer resources and advising ICT of any suspected activities by the authorized user. <p>Information & Communications Technology (ICT) is responsible for:</p> <ul style="list-style-type: none"> managing electronic network user accounts, including identification, authentication and authorization access for YNet users; monitoring the performance, security and integrity of electronic networks and systems; detecting and resolving problems; advising departmental officials and appropriate authorities of suspected unacceptable or illegal activities on a government computer or electronic networks.

ACCOUNT USER(S) ACKNOWLEDGMENT	
I _____, as authorized user of this account, acknowledge that this account and any information stored in the account is not my personal property, but is the property of Government of Yukon. I agree to fulfill my responsibilities as outlined on this form and in the <i>Guidelines for Using Computers</i> .	
DEPARTMENTAL CONTACT	
Authorized User Signature _____	Date _____
System Administrator's Signature _____	Date _____
Supervisor's Signature _____	Date _____
Name of System Administrator (Please Print Clearly) _____	
Name of Supervisor (Please Print Clearly) _____	