



## Application Form I C Backup/ Archive and Output Devices

### Personal data (to be filled out by the applicant):

**Backup/archive service**

.....  
Processor name/IP host name

.....  
.....

Desired frequency of the scheduled backup

Daily (preset)                       Other

Weekly client info mail (TSM mail report)

Daily (preset)                       No

Is the computer in building section O26

Yes                                       No (preset)

**Output device  
(Technical specifications)**

.....  
Processor name

.....  
IP address

.....  
.....  
.....  
.....  
.....

**For kiz use only:**

Konto                      = .....

Gruppe                      = .....

eingetragen: .....

Kopie an ZIK             

**Key user**

Last name: .....

First name: .....

Contact for technical coordination:

.....

Work phone: .....

E-mail:

.....

**Department or institute**

Cost center: .....

Cost center University                       Cost center Clinic

By registering, I accept the kiz use policy.

.....

Date, Signature of the head of the department/institute, office  
stamp and address:

## kiz use policy

- By registering, I accept the kiz use policy.
- The University retrieves personal information from the University's and the University Clinic's employee and student administration database and transfers them to a kiz database (such as first and last name, title, account name, mailing address, telephone number, fax number, cell phone number, department or institute, cost center, employee or matriculation number, subject of study, semester of study, place of birth, date of birth, gender, etc.). This data will be processed and used by kiz for e-mail and account administration, an electronic phone book, a site map, and internal university purposes concerning studies and teaching. The applicant grants kiz permission to save and analyse the data for these services.

### **Important information about the user name, initial password, and account validity**

- The user name is identical for all requested IT services.
- The applicant will automatically receive an initial password for the newly requested IT services. Please change it as soon as possible. We strongly recommend a combination of capital and lower case letters, numbers, and special characters. For guidelines on selecting a good password, see the kiz homepage, <http://kiz.uni-ulm.de>.
- Account validity varies: kiz arranges periodical department-wide renewals of employee accounts, and student accounts are limitedly valid for the duration of enrollment.
- No notification about renewal is provided.
- The account password is to be kept secret.

### **Further notes**

- Users are responsible to take precautions to prevent unauthorized use of the University's network and computers (do not forget to log out, do not use obvious passwords, etc.).
- The applicant accepts the Library's public workstation policy (can be viewed at the workstation).
- Each person should enter the computer labs with their own chip card. Do not lend your chip card to someone else. Do not open the door for anyone.
- Resources provided by kiz should only be used for work purposes. They are available to students for academic purposes. Use to conduct any commercial enterprise is prohibited.
- The applicant agrees to comply with software licensing regulations. Do not copy or tamper with the software. Details of license terms are available from kiz.
- It is prohibited to use kiz computers to process and save data protected by copyright or transmit such data.
- Individuals who misuse computer resources (e.g. password cracking, unauthorized access to other data areas, intentional disruption of the IT system, distribution or storage of illegal materials, and copyright violations) will have their use privileges terminated and may be liable for criminal prosecution. The applicant is legally responsible for any damages they may cause.
- The user agrees that, for operational purposes, kiz retains the right to monitor all activities.
- The library system Horizon emails notifications and overdue notices. However, kiz assumes no responsibility for this service. A more limited service by mail is offered in exceptional cases. The fee regulations laid down by the State of Baden-Württemberg apply to library services. As for as a university e-mail address exists (name@uni-ulm.de) e-mails go to this address.