

## Request for Work-study and Intern Accounts

By policy and for security purposes, Belmont Abbey College (BAC) employees should never share their passwords. You are responsible for any breach in security caused under your user account. This means that work-study or internships need their own username and password for the Administrative and Faculty Networks. A BAC student account does not allow access to those networks. By default this office access will be limited to Internet and Microsoft Office Applications. If access is needed to other applications, additional profiles and accounts will need to be set up.

The following information is required:

1. Intern/Work-study Name:  
First \_\_\_\_\_ Middle Initial \_\_\_\_ Last \_\_\_\_\_
2. If this is a BAC student, please provide People Code\_ID: \_\_\_\_\_
3. Length of Employment: Assumed to be current semester unless noted otherwise.  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_
4. Application Access beyond MS Office: (List application and access requirement)

---

---

---

---

---

---

---

---

5. Signed Computer User Policy (available from Human Resources) by  
Intern/Work-study

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

Department: \_\_\_\_\_

**Addendum A: Precautions for locally stored information**

Work-study and Interns will be working on department computers. This account could provide access to any locally stored data or application. As the supervisor I will ensure the security of the local data and take full responsibility for issues that may arise from this account.

\_\_\_\_\_  
Work-study or Intern Name

\_\_\_\_\_  
Department

Intern/Work-study will use the computer with:

Asset Tag# \_\_\_\_\_

Asset Tag# \_\_\_\_\_

Asset Tag# \_\_\_\_\_

\_\_\_\_\_  
Supervisor Name (print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**Addendum A: Precautions for network stored information**

This is a request for access to department network drives. This account could provide access to the department's stored data or applications anywhere on campus. As the supervisor I will ensure the security of the network data and take full responsibility for issues that may arise from this account. Please indicate if you would like IT to assist you in securing data specifically for work-study and interns use.

\_\_\_\_\_  
Work-study or Intern Name

\_\_\_\_\_  
Department Network Folder

\_\_\_\_\_ I would like additional assistance in securing network data

Supervisor Name (print)

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**Addendum B: Printer Privileges**

Work-study students and Interns will be using the campus printer/copiers as part of their assigned duties and will use their student PIN codes to perform these duties. Your print quota of 600 credits per semester will not be applied to your account. By signing this agreement, you agree to print/copy only as requested by your department supervisor and as needed for your own use as a Belmont Abbey student. As with network usernames and passwords, your printing PIN code should not be shared with other individuals. Your supervisor will monitor printer usage on a monthly basis through monthly reports.

\_\_\_\_\_  
Work-Study or Intern Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department