

Purdue Account Setup Reset Administrator Agreement Requesting Administrative Access to the Account Setup Reset Application

Introduction

The Purdue Account Setup Reset application allows an authorized administrator to set or reset an individual's ability to use the Account Setup application. The Account Setup application allows an individual to set up their Purdue Career Account using a one-time Career Account Setup Password. The application is used the first time an individual sets up their Purdue Career Account, or when an individual forgets their password and is unable to use their challenge questions to reset their password. In these cases, an authorized staff member may set or reset someone's Career Account Setup Password using the Account Setup Reset application.

As an authorized staff member, it is your responsibility to accurately verify the identity of individual making the request, and to ensure they are the account holder. The Identity and Access Management Office (IAMO) maintains an audit trail of Account Setup Reset activity. Failure to accurately identify the account holder, or any misuse of this application may lead to the suspension of authorized privileges and/or disciplinary action.

Requesting Administrative Access

To request administrative access to the Account Setup Reset application, please fill out the following, sign and send this request to: **IAMO Director / ITAP / ROSS**

I hereby request administrator access to the Purdue Account Setup Reset application (please print):

Name _____

PUID _____ Career Account _____

Department Number and Name _____

Building _____ Phone Number _____

Supervisor Name _____

Please list the reason for your request and the population for which Account Setup Reset access is being requested (attach additional sheets if necessary):

Reason for Request _____

Population or group for which you are requesting reset abilities (include campus, dept, etc) _____

I agree to abide by this agreement and all ITaP and University policies and guidelines pertaining to the use of this service. I acknowledge the right of the University, ITaP, or IAMO to act if I violate such policies and guidelines. I understand that violations of this agreement, or any other University policy or regulation, may be subject to denial of access or limited access to this application, revocation or limitation of computer and network privileges, as well as other disciplinary actions, or may be referred to appropriate external authorities. I understand that access to this service is subject to regular review and approval as determined by the IAMO.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____