Indian Institute of Science Education & Research Mohali
Computer Center

Application for Computer Center Services

(Please read the instructions given on page 2 of this document. The completed application form, duly signed by the HOD of the concerned department, **should be submitted to the Computer Center**. Please use CAPITAL LETTER.)

1. Name ∗ : _____

      (Dr./Mr./Ms. First name   Middle Name   Surname)   (Registration No.)

2. Department and Designation ∗ :_____

3. Supervisor/PI∗ :_____

4. Address for correspondence ∗:_____

_____

5. Telephone Number: (Office)_____ (Mobile)_____

6. Tick the service required

    i.   Wireless key

    ii.   ERP account

    iii. Moodle account

    iv. Email account****

6. Do you have any of the above IISER Mohali accounts (Yes/No):_____

(If yes) Account details_____

7. Preferred username ∗∗ : (a)_____

              (b)_____

9. Alternate Email address, if any, for correspondence :_____

10. Duration for which account is required ***:_____

Signature(User)   Signature(PI)   Signature(HOD)

Date :_____

FOR OFFICE USE
Assigned login ID :_____

Remarks :
* Entries are mandatory and need to be filled.
** The login id(s) will be generated based on the existing policy and availability.
*** On completion of your tenure you should take back up of your account/accounts within one month, after which account/accounts will be deleted.
**** Email account will not be created for less than six months, ERP and Moodle account will be generated if eligible for these accounts

COMPUTER CENTER SERVICES USAGE TERMS AND CONDITIONS

1. Users are requested to keep the given password a secret.

2. By not doing so (point no.1 above) the account may be compromised by hackers and the hacker can misuse the account or service. IISER Mohali Computer Center is neither responsible nor accountable for this type of misuse of any of the compromised accounts or. Gross misuse might be detected by automated monitoring tools, which in turn will automatically deactivate the account.

3. IISER Mohali Computer Center is neither responsible nor accountable for any type of misuse of any of the services by the user.

4. Do not open any attachments unless, it has come from a known source. In fact delete those mails which are not relevant to you and still you received it. They might contain a virus that will corrupt your computer.

5. Users are requested, if possible, to install the personal firewall software to secure their machine and internet traffic.

6. Users are requested to install the Anti-virus software with latest pattern update periodically and OS patches in their system.

7. IISER Mohali Computer Center is not responsible for the contents that are being sent/posted/uploaded as part of the mail and any other service. The views expressed are solely that of the originator.

8. Users are advised to keep a copy of their mailbox/folders on their local computer or hard disc.

9. IISER Mohali Computer Center will take measures to prevent data loss, however, due to unforeseen technical or other issues, if the same happens, Computer Center cannot be held responsible.