



# CVM Domain User Account Application

The Ohio State University College of Veterinary Medicine  
Veterinary Information Systems

[vishelp@cvm.osu.edu](mailto:vishelp@cvm.osu.edu) <http://vet.osu.edu/vis> 614-292-4146

**Applications are processed Mondays, Wednesdays, & Fridays at 7:00 A.M. and the applicants will receive notification via their OSU e-mail account alerting them their account is ready with directions on how to obtain credentials.**

## User Information

New Account  Change to Existing Account User Name: \_\_\_\_\_

\_\_\_\_\_  
First Name Middle Initial Last Name Start Date (New to CVM)

\_\_\_\_\_  
Employee ID (Not BuckID or Social Security Number!) OSU Account Name (lastname.#) End Date (If applicable)

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

## Employment Status

Faculty  Staff  Student Support Staff  Intern  Resident/Graduate/Student (Completion MM/YYYY: \_\_\_\_\_)  Retiree

## Department

College Administration  Biosciences  Clinical Sciences  Preventive Medicine  Veterinary Teaching Hospital \_\_\_\_\_  
VTH Section/Dept

\_\_\_\_\_  
Primary Title or Function Building Room Phone

Create Exchange Mailbox?  Yes  No  
(Typically recommended only for permanent staff or faculty.)

## Restricted Data

Data protected or regulated by law, or critical to university operations. (see examples below)

<b>FERPA</b> (Family Educational Rights and Privacy Act)	<b>HIPAA</b> (Health Insurance Portability and Accountability)	<b>GLBA</b> (Gramm-Leach-Bliley Act)
Bank Account Numbers	Human Subject Research	Drivers License Number
Credit Card Number	Protected Health Information	Student Academic Records
Financial Aid Rewards	Social Security Number	Trade Secrets

**Restricted data is not allowed on any portable devices (e.g. flash drives, external hard drives, etc.) excluding encrypted laptops.**

<b>Will user have Access to Restricted Data?</b>	<b>Location of Restricted Data</b>	<b>Encrypted</b>	<b>Initials</b>
<input type="checkbox"/> Yes	<input type="checkbox"/> Desktop	<input type="checkbox"/> Yes <input type="checkbox"/> No	Employee: _____
<input type="checkbox"/> No	<input type="checkbox"/> Laptop	<input type="checkbox"/> Yes <input type="checkbox"/> No	Supervisor: _____
	<input type="checkbox"/> Network Drive		

## Department/Shared Folder Resources

All users have access to the T: (Temp), U: (User), and V: (Shared) drives. If the user requires access to specific shared folders within the V: drive, please list them below. If the supervisor is not the owner of a shared folder listed, VIS may check with the folder owner before giving this user access. If the user does not need access to any specific folders, simply leave this section blank.

_____	Read Only <input type="checkbox"/>	Read/Write <input type="checkbox"/>	Share Owner Signature _____
_____	Read Only <input type="checkbox"/>	Read/Write <input type="checkbox"/>	Share Owner Signature _____
_____	Read Only <input type="checkbox"/>	Read/Write <input type="checkbox"/>	Share Owner Signature _____
_____	Read Only <input type="checkbox"/>	Read/Write <input type="checkbox"/>	Share Owner Signature _____



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## Software Resources

College of Veterinary Medicine computers include Microsoft Office, anti-virus software, Adobe Reader, QuickTime, a Web browser, e-mail application, Windows Media Player, and other standard software which is required for routine use. Please list any additional software or Teaching Hospital applications this user requires.

- Vetstar   
  VADDS   
  Hospital Discharge Summary   
  eFilm/OsiriX   
  FileMaker   
  Adobe Acrobat (License purchase required)
- Other (Please list) \_\_\_\_\_

\_\_\_\_\_  
Department HR Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

## Information for the User (This section is to be completed by the user and signed before their user account information is provided to them.)

### OSU Institutional Data Policy Training **[REQUIRED FOR ALL FACULTY, STAFF, AND STUDENT EMPLOYEES]**

All college faculty and staff must complete the OSU Institutional Data Policy training course within fourteen (14) days of employment. Failure to complete the course may result in loss of computer and network access. Visit the following Web site for information about the course:

<http://buckeyesecure.osu.edu/Policy/InstitutionalDataTraining>

### OSU/CVM Policy on Responsible Use of University Computing Resources

Use of computer systems and networks is limited to authorized persons. Unauthorized persons accessing these resources are violating state and federal laws, as well as policies of The Ohio State University, the College of Veterinary Medicine, and the Veterinary Teaching Hospital. Persons illegally accessing these resources will be subject to state or federal prosecution or disciplinary action pursuant to the rules of The Ohio State University. Illegal use includes, but is not limited to, using someone else's username and password, maliciously entering false transactions, accessing data for which you have no privilege, or maliciously destroying data, hardware, or software. Anyone logging on to any College of Veterinary Medicine system expressly consents to monitoring of any and all activities performed on the system.

If you agree to the terms of the Acceptable Use policy and agree to complete the Institutional Data Policy training course, please indicate acceptance by printing and signing your name and entering today's date in the spaces below.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (MM/DD/YYYY)