

 ABDULLAH GÜL UNIVERSITY	E-MAIL REQUEST FORM (FOR PERSONNEL)	Document No	AGÜ-502-07/ FRM-03
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Department of Information Technology		Revision No	
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Applicant's

Identification Number		Registration Number	
Name Surname			
Title			
Department/Division			
Work Phone & Extension			
Backup Email Address (Gmail, etc.)			
Mobile Number			
Application Date			
Position	<input type="checkbox"/> Academic	<input type="checkbox"/> Administrative	<input type="checkbox"/> Other

Abdullah Gül University E-mail Account Use Policy

1. ABDULLAH GÜL UNIVERSITY E-MAIL ACCOUNT PRIVACY POLICY

a) A person who opens an e-mail account at Abdullah Gül University acquires a "user name" assigned by the Information Technology Services and a "password" set by that person.

b) " Each "user name" is unique and the same "user name" cannot be assigned to two people.

c) Only the user knows their "password". The user can change their password whenever they want. Choice and protection of the password is solely the user's responsibility. The Information Technology Services of Abdullah Gül University shall not be liable for problems caused by password use.

d) If the user forgets their password, they are asked to apply to the Information Technology Services in person. E-mail passwords are not shared via phone.

2. RESPONSIBILITIES OF OPENING AN E-MAIL ACCOUNT

i) Information on the e-mail request form is understood to be correct and necessary for various reasons (i.e., forgetting the password); while using the Abdullah Gül University e-mail account service, the liability for any damages resulting from wrong or missing information belongs to the user, and in case of damages, the account might be terminated.

ii) While using the Abdullah Gül University e-mail account service, liabilities for any ideas, thoughts, statements made, or files added to the Abdullah Gül University's information processing system belong to the user, and the Abdullah Gül University IT Services shall not be accountable for those files.

iii) While using the Abdullah Gül University e-mail account service, liabilities for any ideas, thoughts, statements made, or files added to the Abdullah Gül University's information processing system belong to the user, and the Abdullah Gül University IT Services shall not be accountable for those files.

iv) The user cannot store or share a piece of software or material via the Abdullah Gül University's email service that could cause damages to the system or cause Abdullah Gül University to go to court against another person or institution; in case of a criminal situation as a result of such acts, the responsibility shall belong to the user.

v) The Abdullah Gül University IT Services shall not be responsible for the loss of and/or missing information, messages and files, or for those sent to a wrong address while the e-mail service is being used.

vi) If any negligence of the Abdullah Gül University IT Services with regard to e-mail data cannot be found, the Abdullah Gül University IT Services shall not be liable for potential damages in the case that the user's mails are read by unauthorized parties (as a result of information shared with others by the user, failing to log out leaving the website, etc.).

vii) The user shall not send e-mails which include threatening, immoral, racist, discriminatory messages, or messages against the laws of the Republic of Turkey or those of the country whose citizenship the user holds and international laws.

viii) E-mail contents and subject lines added to the system shall conform to general ethics, rules of etiquette and laws.

ix) The user shall not harass or threaten other users.

x) The user's behavior shall not affect other's use of the service.

xi) The user shall not send information or software that could damage information stored on other users' computers.

xii) All items are stored or obtained via the Abdullah Gül University e-mail service with users' consent. Therefore, all responsibility in case of damages on users' computers, loss of information or other items belongs to users and compensation from Abdullah Gül University cannot be claimed due to the use of the e-mail service.

xiii) The Abdullah Gül University IT Services reserves its right to intervene, stop users from accessing the service and terminate their membership if they act in violation of the policy.

xiv) The user shall not e-mail contents that are against the laws or distribute unauthorized messages including chain mails, computer virus, etc.

xv) The user shall be responsible for all actions carried out with their e-mail "user name". Even if the user unilaterally cancels their e-mail membership, they shall be responsible for actions performed before the date of termination.

xvi) The user ACKNOWLEDGES and UNDERTAKES to have read all the above-mentioned clauses without any objection.

3. ENFORCEMENT;

The policy shall take effect indefinitely immediately after the user fills in this form and signs it.

The e-mail account opened by the Information Technology Services;

E-Mail address	@agu.edu.tr
Temporary password	

I would like to be informed of announcements made by Abdullah Gül University IT Services. ITS Official:

Applicant Date/Signature:

Department of IT First and Last Name / Signature: