

Office use only
Lab Asst verified
(initials): _____

Acct created
(date, initials):

TLC Computer Lab

Technology & Learning Center

UCLA Louise M. Darling Biomedical Library
Located on the 2nd Floor of the Library
12-077 CHS, Los Angeles, CA 90095-1798
Ph: 310.825.3034 ++ Fax: 310.825.0465

Application Form for Regular Account

DATE of APPLICATION: _____

(1) UCLA BRUIN-ONLINE IDENTIFICATION (REQUIRED)

Bruin Online Logon ID:

(if ineligible for Bruin Online, give UCLA _____ @ UCLA . EDU
Library Card # and explain in "Other")

For info about Bruin Online accounts see: <http://www.bol.ucla.edu>

(2) PERSONAL INFORMATION (REQUIRED)

Name: _____
First M. I. Last

Nine-digit UCLA ID Number (Reg ID or Employee ID)

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Phone: () _____ Primary Email: _____

(3) STUDENT ACCOUNT ELIGIBILITY INFORMATION – "I AM ENROLLED/TRAINING AT UCLA ..."

| | | | |
|--|---|--------------------------|---|
| David Geffen School of Medicine | Professional Degree (MD) | <input type="checkbox"/> | Class of: _____ |
| | Graduate Degree defined as part of the "Access" Program (medicine-related PhD) | <input type="checkbox"/> | Dept: _____ Expected graduation (mo/yr): _____ |
| | House Staff (intern/resident) | <input type="checkbox"/> | Dept: _____ Program completion (mo/yr): _____ |
| | Fellows <i>* Copy of UCLA photo ID is required, please attach to this form</i> | <input type="checkbox"/> | Dept: _____ Program completion (mo/yr): _____ |
| UCLA School of Nursing | Graduate Degree or Certificate; Please check one: (MSN __, NP __, or PhD __) | <input type="checkbox"/> | Dept: _____ Expected graduation (mo/yr): _____ |

OTHER (please explain): ** If you don't fit the above categories OR if you are not eligible for a Bruin Online ID please fill out this section and explain your situation; if possible, attach documents showing your UCLA affiliation **
Examples: "I am a student in an affiliated medical school program (Riverside, Drew)" or "I am officially sponsored by a visiting scholar program at UCLA" (attach your sponsorship letter from Dean's Office or other appropriate office)

*** Please read and **SIGN THE STATEMENT ON THE BACK**. Your signature is required for processing. ***

TLC COMPUTER LAB - TERMS AND CONDITIONS OF USE

The TLC provides technology resources and services to its users in support of the University's mission of teaching and research. Computers and networks can provide access to resources on and off campus and provide the ability to communicate with other people worldwide. This access is granted as a privilege, not a right, and requires that individual users act responsibly.

Use of the TLC network and facilities is granted under the following terms and conditions:

Users must exercise responsible use of shared and finite resources

- **Do NOT allow ANYONE else to use your TLC login account or password.** Use of TLC accounts is non-transferable and under no circumstances should you allow another person to use a workstation logged under your account.
- **Do NOT login to more than one workstation at a time.**
- **Do NOT "lock" a workstation to reserve it for yourself and prevent other users from accessing a workstation.**
- **Do NOT store non-academic files on the servers.** The TLC grants you limited storage space which is to be used only for the storage of files created during the normal use of TLC application software. Do NOT store downloaded software and images, especially games, music and other entertainment files. Examples of non-academic types of files includes, but is not limited to: .gif, .jpg, .exe, .com, .mp3, .mov., .avi, .ram, etc.
- **The TLC reserves the right to delete non-academic files as needed.** This is a necessary procedure to maintain system integrity for our community of users. TLC personnel may check for violations on a periodic basis and delete non-academic files without notifying users. The TLC reserves the right to use quota checking and filtering software as necessary to restrict non-academic files from being stored on TLC servers.

Users must respect the integrity of the systems and related support resources and facilities

- **Do NOT install or run personal software and operating systems on TLC equipment.** Do NOT modify programs, configurations or crucial system software settings that affect other users. Use of the TLC is granted only for the purpose of accessing programs and files which TLC personnel have installed to serve the collective academic community of TLC users. Do NOT treat TLC equipment as if it is your own personal property and install programs for your own individual entertainment. This greatly increases the maintenance cost of machines and causes machines to fail at critical moments, such as just before online exams. TLC personnel will check for violations on a routine basis.
- **Use the TLC 2nd floor facilities only during indicated operating hours.** You are not permitted to stay overnight. Please exit when asked by TLC or Library personnel, either upon closing time or for any special events that may be held in the TLC.
- **Do NOT vandalize, abuse, tamper with or steal equipment, components or software.**
- **Do NOT bring food or drink (except in official Library approved mugs) into the 2nd floor or 3rd floor facilities of the TLC.**
- **Do NOT attempt to gain unauthorized access to any resources of the TLC or knowingly attempt to interfere with, disrupt, or otherwise prevent the normal operation of University electronic communication services.** This includes, but is not limited to: running programs to scan networks or probe systems, eavesdropping on others' electronic communications, guessing passwords, tricking users into disclosing their passwords, attempting to circumvent data protection schemes or security mechanisms, attempting to uncover security loopholes, installing or distributing any kind of intrusive computer software (computer viruses or denial-of-service attack tools), or using an unauthorized IP address.

Users must observe all relevant federal and state laws, University regulations, including those that may apply generally to personal conduct (e.g. defamation of character, sexual harassment or threats) and contractual obligations

- **Commercial use of the TLC is prohibited.** TLC equipment, programs and services are intended for educational purposes only. In general, University resources should not be used for commercial purposes not under the auspices of the University. Resources may not be used for personal financial gain (except as permitted under applicable academic policies).
- **All activities deemed to be illegal or unethical are prohibited in the TLC.** University resources may not be used for unlawful activities, including but not limited to, copyright infringement. Reproduction or distribution of copyrighted works, including but not limited to, images, text, software, or sound recordings, without written permission of the owner, except under U.S. Copyright fair use provisions, is a violation of the U.S. Copyright law. Such misuse can be prosecuted under applicable statutes and may subject the user to civil damages and criminal penalties.

Users must take personal responsibility for the safety of their own individual files

- **The TLC cannot be held responsible for damage resulting from the loss or misuse of files stored or created on the network.** Files are not guaranteed to be safe or protected from accidental or malicious intrusion by other authorized or unauthorized users on the network.
- **Users must maintain their own individual backups of critical documents and files.** Make sure you copy important documents to a personal file storage device (USB key drive or CD-R are recommended) that you keep in your possession as a backup. Extremely malicious virus threats exist today and may wipe out your documents in the TLC. Be aware and be prepared.

Users must allow TLC personnel to administer the network system for the benefit of the collective academic community of TLC users

- **All user files will be routinely deleted in late December and late June of each academic year.** This must be done bi-annually so that TLC personnel can implement a prudent network maintenance plan. Essentially, we must remove old files and make space for new files. Without this enforced purge, we have found that users do not discard their old files. Storage servers fill up, affecting all users who are trying to save new files.
- **To keep pace with new technology and new services, the TLC reserves the right to enact new policies.** All users are expected to comply with new policies that may be enacted in the TLC in the effort to maintain equipment and services.

I, _____, have read and hereby agree to the above terms and conditions and further agree to abide by the rules and regulations of the TLC, the Biomedical Library and to University or campus policies, guidelines or collective bargaining agreements. I understand that misuse of TLC and University computing, networking, or information resources may result in the temporary or permanent loss of computing privileges, may require financial restitution to the University, and may result in further disciplinary action up to and including dismissal from school or employment. Account and access information may be released to outside agencies upon legal subpoena or search warrant.

Signature

Date

How to Apply for the Regular TLC Account

Step 1 – Check to see if you are eligible for an account in the TLC

Medical students, nursing students, UCLA housestaff and UCLA Access Program graduate students are the four major groups who are eligible for accounts with full privileges in the TLC. See the Lab Assistant for a complete list of other programs that are eligible for TLC accounts.

The TLC lab is a computing facility for graduate students and post-doctoral students obtaining education and training in programs in the professional health sciences. If you do not see your professional program included on our list and have any questions about this, please send email to the LRD Division Head:
Sylvia Merino, smerino@library.ucla.edu

Step 2 – Make sure you have a campus BOL account and fill out section (1) of the application form

We ask for your BOL ID information on our application form. (This is because we create a TLC account that uses the same username as the BOL account and we suggest that you also set the password to be the same as the one you create for BOL.) If you do not have a BOL account but are eligible for one, please see the Lab Assistant for help setting up a new BOL account. Please have your UCLA registration or employee ID number handy. If you already have a BOL ID, please be absolutely sure that you remember it accurately before you fill out this form. If you have forgotten your BOL account information, you can get help from the BOL office:

BOL Help Desk, accounts
310-825-7452 (x57452), option 2

Step 3 – Fill out section (2) of the application form and provide required personal information.

Step 4 – Fill out either the “Student Account” section or the “Staff Account” section of the form.

Fill out section (3) if you are an eligible student to get an account with full access privileges, including file storage. Fill out section (4) if you are an eligible Faculty/Staff member to get a restricted account. Access to the restricted accounts is monitored and we provide no file storage privileges.

Step 5 – Read and sign the back of the application form to acknowledge your agreement to TLC Terms and Conditions

Step 6 – If indicated on the form or asked by Lab Assistant, attach a xerox copy of your UCLA photo ID

Fellows and Visiting Scholars must provide a photocopy of their UCLA ID badge.

Step 7 – Return completed application to the TLC Lab Assistant

The TLC Lab Assistant will verify that the application is filled out correctly and place it in the bin for processing by the TLC Lab Manager.

Step 8 – Return to the TLC lab in approximately 48 hours and see the TLC Lab Assistant

It normally takes from 24 to 48 hours for the Lab Manager to process new accounts. The next time you come into the lab, check with the TLC Lab Assistant to see if the account has been processed. If your new account is processed and ready, the Lab Assistant will be able to help you login for the first time. At this point you will change your password to something that only you will know. The Lab Assistant will also help you get acquainted with the basics of using the TLC including the debit card printing system.

If you find that you do not have a new account created at the time you return, something may be missing on your application form or the Lab Manager may need more information to verify your eligibility. You should check to see if additional information is being requested from you.

Please contact the TLC Lab Manager:
Mary Tawfall, mtawfall@library.ucla.edu
310-825-3034 (x53034)