



RSO Email/Web Account Agreement

This is an agreement between _____, a Registered Student Organization (hereinafter referred to as RSO) and the Student Affairs Office at the UW Bothell (hereinafter referred to as SAO). The RSO and SAO agree for themselves as follows:

1. Only authorized SAO representatives will be designated to request accounts for RSO's. Only RSO's eligible to receive an assigned account. Student organizations must register both their organization and their email/web account annually with the SAO. Accounts not registered by the 1 year from original registration date will be closed.
2. This computing use account will be registered as belonging to the SAO for the above mentioned RSO. RSO must be considered in "good standing" to maintain their accounts and status as a registered group as outlined in the Student Organization Handbook. The SAO agrees to be responsible for informing the RSO of their account login and password. The SAO agrees to inform the RSO of the limited purposes of their accounts and to familiarize them with relevant Computing Policy resources provided by the University, in addition to policies outlined in the Student Organization Handbook.
3. The SAO will use this email address as a primary means of communication between the SAO and the RSO. The RSO agrees to maintain the email/web account and as such is aware that vital information from the SAO will be communicated to the RSO via this email address. The RSO email/web account will be given out by the SAO as general club information and listed on the ASUWB web pages. <http://as.uwb.edu/>
4. The RSO agrees that only the two Registered Users (see below) may act on behalf of the email/web account with Computing & Communication (C&C) and the SAO. The RSO agrees to notify the SAO if officer changes affect the Registered Users for the account by completing and returning an Officer Change Form and a new Email/Web Agreement form.
5. The SAO may change passwords on an RSO account at any time.
6. The SAO reserves the right to temporarily or permanently close any account furnished to a student organization for any suspected violation of University policy. Any complaints regarding behavior or content arising from the use of these accounts will be handled by Student Affairs. Student Affairs will designate a primary contact to receive any such complaints which are received by the SAO via telephone or email. Student Affairs assumes responsibility for any other disciplinary action regarding accounts furnished to RSO's, and may request that other University departments temporarily or permanently close or disable an RSO account.
7. The SAO will notify appropriate University representatives when an RSO has lost recognition, acknowledging that any accounts associated with that organization will be closed and all data associated with that account will be lost. C&C reserves the right to temporarily or permanently close any RSO account for any suspected violation of University or C&C policy.

RSO complete the following (print clearly):

_____@u.washington.edu
 Account Login Name (limit of 8 characters)

(Second choice login name _____) (Third choice login name _____)

Registered User 1 (RSO Officer)	Signature	UWNet ID#	(Email login)	Date
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Registered User 1 (RSO Officer)	Signature	UWNet ID#	(Email login)	Date
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Advisor Signature _____ Date: _____

FOR SAO Use Only

Date sent to C&C _____ Tracking # _____ Circle one: New / Renewal / Update

RSO Login Name _____ Account # _____ Password _____

Date RSO Notified _____ SAO Signature _____

Notes: _____