

zTrip Domain Account Policies & Procedures

1. After submitting a completed Domain Account Request Form a user id will be created and sent to your general manager or HR contact. Your system administrator will provide you with a one-time use password. You will be prompted to change this password upon your first logon. The password must be a minimum of 8 characters and include a combination of at least two of the following items: upper case, lower case, numbers or special characters.
2. Your passwords should never be given to anyone. This includes your own managers, supervisors and the IT staff.
3. When you step away from your computer you should always lock your desktop.
4. The computer must be logged out at the end of your shift.
5. Never log into a computer with another individual's user id.
6. Never use a computer that is currently logged in with someone else's credentials.
7. Never attempt to access resources on the network that you have not specifically been granted access to.
8. Never download and/or install programs on company computers. Never purchase applications to be installed on company computers without first getting approval from the IT Department. If you need a particular application, you must first contact the IT Department. If approved the IT Department will install the application.
9. Never share files/folders directly from your computer. If you need others to be able to access shared files, contact IT.

Failure to comply with the above Policies and Procedures will result in disciplinary action up to and including termination.

Domain Account Request Form

Step 1: Requested Action

- New Account
- Access Change
- Close Account
- Password Reset

Step 2: Required User Information (all of this information is required) - Please Print Legibly Below

- User Last Name _____ First Name _____ Middle Initial ____
- Vendor Address _____
- Service City _____ State ____ Zip Code _____
- Work Phone _____ Department _____

Step 3: Required Access

- Domain _____
- TelOp _____
- Cashiering _____
- Email _____
- Phone _____

Step 4: User Agreement

By signing below, I acknowledge I understand and agree to the terms and conditions listed in the Domain Account Policies & Procedures section.

User Signature

Date

Step 5: General Manager Approval

By signing below, I authorize this access and agree I will hold the user accountable to the Domain Account Policies & Procedures.

G.M. Signature

Date

zTrip City _____