

ArgoNet user accounts provide the UWF Community with the ability to use network and Internet resources and services. ArgoNet accounts are provided to students, faculty, and staff for use related to their educational or work-related activities.

Personal Accounts

All UWF students, faculty and staff are given access to UWF's portal (Argus), electronic mail, and personal file space (including web space). This access is provided through the ArgoNet account. Each ArgoNet account consists of a Username and Password. Each UWF employee or student should have only **one** personal ArgoNet account to which he or she is associated. (An exception is an employee who attends classes at UWF, who may also obtain a student ArgoNet account upon request.) Account management is conducted from your My ArgoNet tab in Argus.

Each university student and employee is provided an ArgoNet email account.

The email address consists of the ArgoNet Username suffixed by **@uwf.edu** for faculty and staff, and **@students.uwf.edu** for students. For example, Dr. John Smith's email address would be ***jsmith@uwf.edu***, while student Jane Ann Doe's address would be ***jad1@students.uwf.edu***.

Your university email address will be used for official university communication purposes. It is important that employees and/or students who utilize external mail services have their UWF mail forwarded to those accounts for two reasons:

1. Automatic distribution lists built based on memberships in university organizations, enrollment in classes, and departmental relationships will utilize the university mailing address.
2. Important news and announcements will be broadcast to university mailing addresses from departments such as Public Affairs, Public Safety and Security, and Student Affairs.

Student Accounts

For the purpose of granting ArgoNet accounts, a student is defined as:

- A UWF student who has attended during the last three semesters
- An International Studies student

Student Accounts are automatically generated upon initial enrollment at the University.

A new student is able to activate his or her ArgoNet account as part of the activities in a New Student Orientation session. Transfer students are encouraged to attend the Transfer Transition Orientation. A new student who does not attend Orientation may activate his or her ArgoNet account at any computer with an Internet connection the first weekday **following** his or her initial registration.

Students who graduate or otherwise leave UWF may initiate the forwarding of their email prior to the normal expiration period via Argus. The student may also request deletion of the account by emailing helpdesk@uwf.edu. If a student chooses to forward mail, the forwarding will remain

active until the account is deleted by the system. **Student ArgoNet accounts are automatically deleted after three semesters of non-enrollment.** The purge occurs three times a year, between semesters.

The International Studies Program Director will be asked to review International Studies students once a semester to ensure these accounts should remain active.

Employee Accounts

For the purpose of granting ArgoNet accounts, an employee is defined as:

- Faculty
- University Work Force
- OPS Adjunct
- OPS Staff
- Non-UWF OPS Student Employees (High School or PJC Students)
- University "Affiliate" - Those paid by another source (e.g., University of Florida, PJC, Capstone, Chartwells) who participate in providing UWF services.

An employee (other than a University "Affiliate") may activate the ArgoNet account the day after his or her position record has been added to the University's Personnel/Payroll System. The "new user" ArgoNet account activation wizard is located on the Argus log in page. <http://argus.uwf.edu>

For employees paid by UWF (includes employees funded by grants as well as E&G funding), Human Resources will need all [essential documents](#) and a completed background screening for all new employees prior to entering them into the payroll system. Departmental staff preparing for the arrival of a new employee may NOT request the creation of an ArgoNet account in advance. Contact the Office of Human Resources for more information. (850) 474-2694

For University "**affiliates**", departmental staff preparing for the arrival of a new affiliate may request the creation of an ArgoNet account in advance of the first day of work. Workstation managers or other authorized personnel can initiate an account creation via the **Help Request Forms** link on the **Argus It Help tab**. Select **ArgoNet Account Request**, then **Account Request for NOT Paid by UWF**. Contact ITS Help Desk for more information. (850) 474-2075

Employee accounts are deleted from the system when an employee's position record has been marked as terminated from the Payroll/Personnel System. Employees who are leaving the University in good standing may request the account remain active for 60 days beyond termination. **Employees must request this extension via an email to the ITS Help Desk** at helpdesk@uwf.edu. These employees should configure the ArgoNet account to forward the mail to an external mail provider prior to being terminated from the payroll system.

Guest Accounts

In addition, "Guest" Accounts may be provided for the following:

- State Representatives for our region
- Retired Faculty/Staff
- Members of Alumni or Advancement Boards
- Demonstration Account for public sign-on

Guest accounts are provided as a courtesy for electronic communication with individuals no longer directly affiliated with the University. The rights and privileges afforded guest accounts are subject to change without notice.

Departmental/Organizational Account

UWF departments and organizations may request generic ArgoNet accounts that identify the organization or department rather than a specific individual, as in **its@uwf.edu**. These accounts are preferable to personal ArgoNet accounts in the day-to-day business of the department or organization, since they are insulated from employee turnover. However, each account must have a specified administrator who is responsible for insuring the security of that account and is accountable for adhering to the acceptable use policy. The person designated as administrator of either a departmental or organizational ArgoNet account may access and maintain attributes of the account such as email forwarding and passwords via the same interface provided for their personal ArgoNet account. A Departmental/Organizational Account is given email, web, and file storage space, but not Argus privileges.

Departments may also request special accounts for their OPS student staff positions to distinguish those students' work-related use of ArgoNet from their education-related use. Although OPS Student Employees will only have one university mailing address (e.g. **jad1@students.uwf.edu**), they should utilize the department's position account (e.g., **itsofficeassistant@uwf.edu**) while on the job.

All ArgoNet accounts are covered by the [University of West Florida Computing Resources Usage Agreement](#).

For more information, contact the ITS Help Desk at helpdesk@uwf.edu or call [850]474-2075.

The University of West Florida

Computing Resources Usage Agreement

Access to computing resources is available to University faculty, staff and students. Certain responsibilities accompany that privilege, and understanding these responsibilities is important for all computer users. Computer resources can be defined as all University computing and telecommunications resources, including facilities, networks, services, hardware and software. Users of these resources agree to the following:

- **Computing resources shall be used in pursuit of the University's mission, goals, policies and procedures. Computing resources shall not be used for personal financial gain or for commercial purposes not under the auspices of the University.**
- **Computing users shall respect the computing environment provided for them. Computing resources shall not be intentionally altered, damaged, removed, or used to purposely impede the computing activities of other users.**
- **Use of the University's computing and network services shall be in accordance with state and federal laws, Board of Regents Rules, and University of West Florida Policies and Procedures. Violations may result in revocation of privileges, sanctions, charges of misconduct, or legal action.**
- **Computing users shall take responsibility for all computing resources assigned to them and shall not share access to these resources (such as passwords, Nautilus cards, or printing privileges). The University regards abuse of any computing resources at other sites, accessed from the University's computing services, as abuse of the computing services at the University.**
- **Computing resources shall not be used to harass, intimidate, threaten, or discriminate against others.**
- **Computing users shall adhere to established security procedures and shall not access resources to which they are not entitled, including but not limited to representing themselves as someone else and altering or fabricating of records.**
- **Computing users shall adhere to rules of copyright regarding software ownership and licensing.**

System Administrators reserve the right to access user processes and/or files in order to maintain proper operation of the systems or to investigate illegal or inappropriate use of the computing resources.

By activating my ArgoNet account, I am indicating that I have read and understand the above statements and **I AGREE** to comply with these policies.