

CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
ONE CARD ACCESS FORM

LAST NAME:

FIRST NAME:

CIN#:

ADDRESS:

CITY, STATE, ZIP:

PHONE:

EMAIL:

Course Name:

ACCESS ROOM(S):

EXPIRATION DATE OF ACCESS:

FACULTY NAME:

FACULTY SIGNATURE:

DATE:

DO YOU HAVE A PIN?

*Please sign the attached agreement form that includes rules for the use of ECST labs.  
Have your sponsoring faculty member sign this form.  
Return both forms to the department office for processing.*



## Rules for ECST Computer Lab OneCard Access

The College of Engineering and Technology is giving you the privilege to use the facility of the Computer Lab by providing you with OneCard card access. You are required to observe care and considerations. Below is a list of rules you should follow besides the general rules pertaining to the computing resources at CSULA<sup>1</sup>.

1. Do not install any programs without authorization from the IT administrators – Installing software without proper testing may crash systems and result in unstable system. **Do not connect your personal laptop to the campus network.**
2. No food or drinks – Great efforts are being made to keep this facility clean. For fairness to everyone, please eat or drink outside of this building if you have to.
3. OneCard cards record access activity to the facility – Please swipe your card before entering the Computer Lab. Do not let any other student or user in without authorization from faculty or IT Administrator. Make sure doors are closed at all times when there is no class in session.
4. Computers are reserved to those who have OneCard card access only – Students or users without OneCard card access are prohibited from using these systems without proper authorization from faculty or IT administrators.
5. Printing activities are being monitored. Only print class related work – Please use the printer with proper discretion to save the papers and toners.
6. Properly shutdown the systems before you leave the facility – Improper shutdown procedure may result in system crash and lost of data.

By signing your name, you agree to adhere to the posted rules and policies of CSLA Administrative Procedure 709, and the California Penal Code Section 502. For “Proper Use of Computing Resources” refer to <http://www.calstatela.edu/its/docs/pdf/procedure709.pdf> and <http://www.calstatela.edu/its/docs/pdf/section502.pdf>

I have read the rules and regulations provided by the facility administrators and agreed to abide by them. I am also aware that the IT Administrator reserves the right to revoke this privilege and take necessary actions in the event I default.

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Name (Please Print)	CIN #	Course Name	Faculty Name
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Signature	Date
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<sup>1</sup> You are **required** to read the article, “**Proper Use of Computing Resources**” and abide by these rules.