

**SOUTHERN CONNECTICUT STATE UNIVERSITY**  
**Office of Information Technology**  
**Activation of BES/ActiveSync Service for Personal Smart Phones**

This form must be completed if you wish to connect to SCSU Blackberry Enterprise/Exchange ActiveSync server and have university emails delivered to your personal smart phone (i.e., iphone, Blackberry, or other Windows Mobile phone devices). This service is only available to full-time/permanent employees.

By connecting to these servers, you agree to comply to university security standards for wireless communication devices. Specifically:

1. Password enabled with 4-digit minimum
2. Maximum 10 login attempts
3. 15 min. security timeout
4. Your device will be wiped automatically after 10 failed login attempts.
5. The theft/lost of the equipment must be reported to SCSU's University Police. Your device will be wiped immediately after you report it lost/stolen.
6. Should you replace your phone, you must bring both old and new phones to OIT Help Desk. Your old phone will be wiped prior to setting up your new phone.
7. Should you terminate your employment at SCSU, your device will be wiped immediately after you leave the university. Your connection will be terminated.
8. No sensitive or confidential information shall be transmitted via university emails.
9. This service is only available to full-time/permanent employees. Should your employment status change to part-time/non-permanent, your device will be wiped and the connection will be terminated.
10. Violation of any of these responsibilities is subject to removal of the privilege.

Full Name:		Department:	
Banner ID:		SCSU Email Address:	
Phone Maker:		Smart Phone No:	
Phone Model:		Cellular Service Provider:	
Phone Serial No:			

Your signature below signifies that you understand the policy and procedures regarding this service.

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Print name of Device Holder                      Signature of Device Holder                      Date