UNIVERSITY OF WASHINGTON
SCHOOL OF NURSING
SEATTLE CAMPUS

ACTIVATION OF UW DESKMAIL AGREEMENT FORM

When you enroll at the University of Washington, you are asked to sign up for e-mail service through UW Outlook Live or UW Google Email. You may be communicating sensitive information that cannot be transmitted via the Outlook or Google servers. **For this reason, you will need to sign up for UW Deskmail to meet the UW School of Nursing and UW Medicine Workforce compliance requirements. As a School of Nursing student you are considered as a UW Medicine Workforce Member.**

Each student in the School of Nursing must sign and return this form to the UW School of Nursing.

Read these directions CAREFULLY, sign and return this agreement form by:

- Scan and email to Anh Shafer (sunshyne@uw.edu), Student Compliance Advisor
- Bring to Academic Services located in room T-301 of the Health Sciences Building

1. I have been provided with a copy of the **UW Medicine Information Security Policy SP-01** (https://security.uwmedicine.org/guidance/policy/electronic_data/sp-01%20electronic%20data%20ver%203.0.pdf)**:** **"**Electronic data in transit (e.g., email, "cloud" services, copying to removable media, text messaging, etc.) must be managed in a manner that prevents inappropriate access, data loss, or alteration. No matter what method is employed to transfer data from one place to another, these requirements must be followed." This means that UW Medicine workforce members are not permitted to set their University of Washington email accounts to forward automatically to non-University of Washington email accounts, i.e. personal email accounts such as AOL, Comcast, Hotmail, Yahoo, etc.

2. I agree to follow the instructions posted on the School of Nursing web site (http://nursing.uw.edu/academic-services/student-resources/activating-uw-deskmail.html) and will activate my UW Deskmail account once I am registered for classes.

3. I agree to not forward my UW email to other accounts and understand that disciplinary action may be taken as a result of not complying with UW Medicine Security Policy SP-01. This disciplinary action may include being removed from a clinical site.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

STUDENT ID NO.: _____

DEGREE PROGRAM:

- ❑ **ABSN**
- ❑ **BSN**
- ❑ **MN**
- ❑ **MS**
- ❑ **DNP**
- ❑ **PhD**
- ❑ **Certificate Program**
- ❑ **Other** _____