

## Request for UT EID Upgrade

To complete the upgrade process:

1. Print this page.
2. Read the UT Electronic ID Agreement (below).
3. Go to a notary public. Bring a government-issued photo ID, like a driver's license, to verify your identity.
4. Sign the Request for UT EID Upgrade (below) in the presence of the notary. Have the request notarized.
5. Mail the notarized form to UT Austin: UT Austin ID Center, PO Box 7407, Austin, Texas, 78713.

**Note:** If your mail carrier requires a street address (often for expedited shipping), send the notarized form to: UT Austin ID Center, 1000 University of Texas at Austin, TX, 78712.

6. Your UT EID will be upgraded when the UT ID Center receives your signed, notarized Electronic ID Agreement.

**UT EID:**

**Name:**

FOR THE REQUESTOR: I hereby request that The University of Texas at Austin maintain a UT Electronic Identity in my name. Prior to signing below, I have received, read, and understood the UT Electronic ID Agreement and I agree to be bound by the terms and conditions of the Agreement as amended from time to time.

**Signature of Requestor:**

**Date:**

**Signature of Parent or Legal Guardian:**

**Date:**

FOR THE NOTARY: I certify that

(and legal guardian, if applicable) appeared before me, presented appropriate identifying credentials, and signed this document.

**Signature of Notary:**

**Date:**

NOTE: Requestors who are not in the United States and are not able to have the form notarized may need to contact the UT Service Desk. Please call (512) 475-9400 or email [help@its.utexas.edu](mailto:help@its.utexas.edu) for more information.

## **The University of Texas at Austin UT Electronic ID Agreement**

This is your UT Electronic ID Agreement with The University of Texas ("the Agreement"). Once you have claimed your University of Texas Electronic ID ("UT EID"), you will be permitted to access a variety of online services, open supplemental Accounts and initiate and conduct certain transactions online using your personal UT EID and password. Your access to and use of your Account(s) and UT online services is subject to compliance with all the terms and conditions set forth in this Agreement, the Rules and Regulations of The University of Texas Board of Regents and the Computer Security Policy of The University of Texas at Austin (UT Policy Memorandum 6.302). Please read this Agreement carefully before you sign it. If you are not willing to be bound by these terms and conditions, you should not apply for or use a UT EID.

### **Representation as to Capacity to Enter into Agreement**

You represent that you are of sufficient legal age (18 years or older) to enter into this Agreement and be bound thereby. If you are not yet 18 years of age, a parent or legal guardian must also sign this Agreement.

### **Use of Password**

You acknowledge and represent and warrant that:

1. You have received a UT EID and a number, code or other sequence which provides electronic access to resources and services at UT ("the UT EID and Password");
2. You are the sole and exclusive owner of the UT EID and Password;
3. You accept full responsibility for use and protection of the UT EID and Password as well as for any transaction occurring in any Account or service opened, held or accessed through the UT EID and Password.

### **Responsibilities**

You acknowledge and agree that all debts and obligations incurred through an Account or service opened, held or accessed through the UT EID and Password will be your sole obligation and responsibility. You accept full responsibility for monitoring of your Accounts. You will immediately notify UT in writing, delivered via U.S. Mail, if you become aware of any loss, theft or unauthorized use of your UT EID, Password(s) and/or Account numbers.

### **Modification of Agreement**

UT may unilaterally change these terms and conditions at any time by conspicuously posting notice of such change in the UT Electronic ID Agreement online, located in the Computing Section of the UT web homepage for a period of five (5) consecutive business days or by providing written notice to you at your last address on record with UT. Continued use of your UT EID, Password and/or Account numbers will constitute acknowledgement and acceptance of the revised terms and conditions.

This agreement and its enforcement shall be governed by the Laws of the State of Texas.

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