



**UNITED STATES  
CIVILIAN BOARD OF CONTRACT APPEALS**

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**Request for Access to CBCA Internet Connection**

Upon the request of an individual appearing in a proceeding before the Board, the CBCA will make available wireless or network cable access to the Internet (the service). Before access is given, the individual requesting the use of the service must supply the user information specified below and acknowledge and agree to the following conditions:

- a) The user agrees to follow the instructions of the CBCA information technology (IT) staff on how to connect to and use the service.
- b) The user agrees to maintain the confidentiality of his or her CBCA ID and change it if required by the CBCA IT staff.
- c) The user is responsible ensuring that his or her computer is configured in a manner that is compatible with the service. The service is designed for a single user account on a single user computer, and does not include a public IP address. Before the CBCA gives access to the service, the user's computer must be configured as follows:
  1. active virus software with up-to-date definitions;
  2. active firewall software with up-to-date definitions
  3. active spyware software with up-to-date definitions; and
  4. wireless or wired connection.
- d) Although the CBCA IT staff will provide advice and assistance to users, any necessary reconfiguration of the user's current operating system and/or installation of hardware and software is the responsibility of the user. The user must provide all equipment and cables required for connection to the service. The CBCA cannot supply equipment to the user.
- e) The user agrees that multiple connections to the service, i.e., splitting the Internet connection for use on multiple computers in more than one location, are prohibited without the express consent of the CBCA IT staff. The user may not distribute, transmit, or otherwise share any part of the service.

- f) The user is responsible for his or her network security. The service is not 100% secure and may be subject to interception or loss of data. It is the responsibility of the user to encrypt any sensitive data or software that requires protection.
- g) A user who is given access to a CBCA printer is responsible for having the appropriate licenses and copyright authorizations when accessing and using information that is copyrighted.
- h) The user may not use the service in an inappropriate or unlawful manner, e.g., the sending of “spam” is forbidden. The user may not introduce anything harmful through the service or interfere with anyone else’s computer system.
- i) The user’s access to the service will end at the conclusion of the Board proceedings.

I agree to the conditions stated above.

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**Signature of User**

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**Date**

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**Name of user** (please print)

**Request for Access to CBCA Internet Connection**

**Please supply all of the following user information:**

Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

CBCA Docket Number(s): \_\_\_\_\_

Name of Presiding Judge or Board Neutral: \_\_\_\_\_

Virus software version and definition version: \_\_\_\_\_

Firewall software version and definition version: \_\_\_\_\_

Spyware software version and definition version: \_\_\_\_\_

Computer Mac Address: \_\_\_\_\_