

# Network Guest Account Request Form



## Baldwin-Wallace College Department of Information Technology

Faculty, staff, or student guests of Baldwin-Wallace College are sometimes granted temporary access to the campus computer network (Internet, B-W intranet, or e-mail account). Permission for a guest account requires the recommendation of a sponsoring department chairperson as well as authorization from the Director of IT. Guest accounts may be issued for a period of up to one year. *Accounts that are not accessed at least once every two weeks will automatically be deleted.*

**Forward this completed form to Robert Agnew, Director of IT, 10 Beech Street.**

### Section 1 – User Information (to be completed by B-W Department Chair)

Name of Guest: \_\_\_\_\_

Relationship with B-W: \_\_\_\_\_

Reason for Account: \_\_\_\_\_

Account Type: Network/E-Mail  Bb Access  \* Shared Drive  \* Web Space  \*

\* For items marked with an asterisk, please include justification on a separate sheet of paper.

Account Start Date: \_\_\_\_\_ Account End Date: \_\_\_\_\_

Department Chair Name: \_\_\_\_\_ Department: \_\_\_\_\_

Signature of Chair: \_\_\_\_\_ Date: \_\_\_\_\_

### Section 2 – Guest Compliance and Signature

I agree to use this temporary account in accordance with guidelines stated in "The Responsible Use of IT Resources" (<http://www.bw.edu/resources/infotech/pubs/ResponsibleUseofITResources.pdf>).

Signature of Guest Requestor: \_\_\_\_\_

SS # of Guest: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (or copy of a valid drivers license)

Current E-mail: \_\_\_\_\_ Current Phone: \_\_\_\_\_

### Section 3 – IT Authorization and Action

Date Received: \_\_\_\_\_ Request Granted  Request Denied

Authorized Signature: \_\_\_\_\_, *Director of IT*

Restrictions: \_\_\_\_\_

Login Assigned: \_\_\_\_\_ Password: \_\_\_\_\_

Account Created By: \_\_\_\_\_, *IT Authorized Staff*

Date: \_\_\_\_\_