

Network Access 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, an e-mail account, or shared drives). Permission for a guest account requires the recommendation of a sponsoring department chairperson as well as authorization from the CIO. Guest accounts may be issued for a period of up to one year. Please allow at least three business days for accounts to be created and activated. Accounts that are not accessed at least once every two weeks will automatically be deleted.

*****PLEASE PRINT CLEARLY*****

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: _____

Requested/Suggested Account Name: _____@bw.edu (up to 8 letters)

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: _____

Current E-mail: _____ Current Phone: _____

Section 3 – IT Authorization and Action

Date Received: _____ Request Granted Request Denied

Authorized Signature: _____, CIO

Restrictions: _____

Login Assigned: _____ Password: _____

Account Created By: _____ Date: _____

Forward this completed form to Greg Flanik, CIO, 10 Beech Street