GUEST ACCOUNT REQUEST FORM

This form can be used to apply for a guest login on our campus network system (E-mail, etc).

Please submit to the Information Technology office in Watzek Library.

Your request will take up to 48 hours to process.

The sponsor must pick up the account information at the IT office

Picture ID required! Please print all information legibly and do not omit any information.

Guest's Mailing Address		A letter from the sponsor describing the intended use as
City Expiration Date of Account	State Zip Guest's Phone	per our access policy must be attached Guest accounts are not intended to simply provide
Sponsor's Name and Login		internet access for unlimited personal use. We can only host guests for academic purposes.

Guest Agreement

My guest is aware that his/her name will be obtainable by anyone or any agency on the INTERNET.

My guest has read and agrees to abide by the spirit of the "Responsible Use of Academic Technology" printed on the back of this form.

My guest recognizes that there will be changes, from time to time, to specific procedures and policies and that it is his/her responsibility to be familiar with those currently in effect.

My guest understands that the specific rules, policies and procedures are available electronically through the unix "help" command, as part of the Lewis & Clark College "CWIS" system and on file in the office of Information Technology.

Should I or my guest be contacted by the staff of Information Technology with concerns we will respond in a timely manner.

My guest agrees to abide by all UNIX Policies and Rules.

I understand that I will be accountable for all actions taken by my guest.

I understand that my guest will lose access privileges to UNIX should she/he violate policy.

I understand that the College has the right to revoke these privileges at any time at their own discretion.

reserves the right to refuse this request without specific	
Sponsor's Signature	Date
For Office Received By Use Only	Director of Information Systems
ID Checked Letter Attached Date	Date Processed Processed by