

UNIVERSITY GUEST ACCOUNT ACCESS REQUEST

BALL STATE UNIVERSITY INFORMATION SECURITY SERVICES

This form is used to request a BSU computer account for an individual guest of the university. Examples of university guests include, but are not limited to: invited speakers and lecturers, on-site business or technical consultants, and other similar individuals. Additional categories of guests may be approved by the *Director of Information Security Services* at his/her sole discretion. This form should not be used for requesting accounts for departments or student organizations. Questions regarding the use of this form should be directed to the Information Security Services team at oiss@bsu.edu.

NOTICE

Use of this account is subject to the university Information Technology Users' Privileges and Responsibilities policy available at: <http://cms.bsu.edu/About/AdministrativeOffices/InformationTechnology/Policy.aspx>. Violations of this policy will result in the immediate termination of access.

Guest accounts are subject to review and renewal every six (6) months, unless a specific termination date is specified. Note that specific termination dates may extend only one (1) calendar year from the date of approval without requiring a security review.

GUEST INFORMATION

FIRST NAME		LAST NAME	
/ /			
BIRTHDATE	TELEPHONE NUMBER	EMAIL ADDRESS	
AFFILIATED UNIVERSITY UNIT			ACCESS TERMINATION DATE (OPT.)
			/ /
REASON FOR ACCOUNT (GUEST SPEAKER, CONSULTANT, ETC.)			

UNIVERSITY SPONSOR APPROVAL

By signing below, I certify the guest information above is correct. I approve and authorize the issuance of an account to the guest under the provisions listed above.

SPONSOR NAME		SPONSOR BSU ID	
SIGNATURE		APPROVAL DATE	
		/ /	

Route completed form to Alex Chalmers, Information Security Services.

Internal Use Only			
Received	Received By		
/ /			
Approved	Approved By	Completed	Completed By
/ /		/ /	