



# Guest Network Access Application

Division of Information Technology  
 Carter Hall • (910) 775-4340 • [doit@uncp.edu](mailto:doit@uncp.edu) • <http://www.uncp.edu/doit>

**Submit the original hard copy to the DoIT main office (Carter Hall) or Help Desk (D.F. Lowry Bldg., Room 110)**

<b>Program Director's Name:</b>	
<b>Department:</b>	
<b>Phone:</b>	
<b>Program/Department Name:</b>	
<b>Duration of Access:</b> (Start & end dates – maximum is 1 year)	
<b>Maximum Guests Per Event:</b> (Anticipated simultaneous users for any event)	

**This request must be submitted at least five workdays prior to being needed.**

**ACCOUNTS ARE SUBJECT TO THE FOLLOWING REGULATIONS:**

- The Program Director is responsible for the conduct of the users on the computer at all times and for making sure that the users know and follow the UNCP Appropriate Use Policies (AUP).  
<http://www.uncp.edu/doit/policies/policy0103.html>
- The Program Director is responsible for notifying the DoIT helpdesk to disable accounts when the current program ends or when a participant leaves the program.

**CONDITIONS OF THIS REQUEST**

This request is for authorization to use computer systems for university-related business ONLY. Responsible and ethical use is mandated in accordance with the policies of the State of North Carolina, the University of North Carolina at Pembroke and the Office of the Division of Information Technology. All federal and state criminal statutes and restrictions also apply.

**RESPONSIBILITIES OF USERS**

Program Sponsors and Program Directors are responsible for the guest account application forms, for tracking to whom usernames are assigned, and must become familiar with policies outlined in UNCP's Appropriate Use Policy (<http://www.uncp.edu/doit/policies/policy0103.html>). A partial listing of violations include:

- Any communication, which violates applicable laws and regulations, including harassment.
- Messages that are likely to result in loss of recipient's work or systems.
- "Chain letters" or "broadcasting" messages to lists or individuals, which could cause congestion of networks or otherwise interfere with the work of others.
- Any unauthorized use of personal accounts by individuals who are not legitimate owners or by individuals other than faculty, staff or students.
- Game playing.
- Copying or attempting to copy any software or data without authorization.

I understand that failure to comply with any of the regulations or conditions stated above or in the UNCP User Guide will result in loss of privileges and/or legal charges and I agree to abide by these terms.

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
*Guest Signature* *Date*

**Division of Information Technology Use Only**

System \_\_\_\_\_ Username \_\_\_\_\_

Authorization \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_