Special Access Request for Non-Employees

Use this form to submit a request for access to information resources for a non-employee. Completion of this form does not indicate or guarantee that access will be granted or that an EUID will be created. EUID information will be provided to the representative of the hosting department.

I. Hosting Department Compliance Responsibilities

In addition to submitting this form, the hosting department must contact the appropriate institutional IT service provider(s) in order to provision access to computer services, systems, or resources. The hosting department must also contact the appropriate data or information owners to obtain permission to allow non-employees to access institutional information/data. The hosting department is also responsible for ensuring that access granted to computer resources and services meets the requirements of software and hardware licenses, contracts, institutional policies, and federal and state laws governing protection and use of IT resources and information. ***The UNT System Office of General Counsel requires non-employees to have a contract or written agreement in place with the hosting institution prior to granting access to computer resources.***

II. Non-Employee Information

Non-employee name (please include first, middle, last):

Last 5 digits of non-employee social security number: _____

Non-employee birthdate: _____

Organization or Company Name: _____

III. Hosting Department Information

Has a contract or agreement been established between the non-employee and the institution?
Select one: _____ Yes _____No

Mark the name of the institution requesting access:

____ UNT   ____ UNT Dallas (UNTD)   ____ UNT System (UNTS)

Name and Dept ID of hosting department requesting access:

_____

Name of UNT/UNTS/UNTD employee requesting access:

_____

Telephone number of UNT/UNTS/UNTD employee requesting access:

_____

Contact/Name of **Information Technology** representative of hosting department:

_____

IV. Information Systems Access Request
Please provide business justification for the request.

Please provide the name(s) of the IT service, system, or resource for which access is requested.

IP Address (required if requestor will be using a non-institutionally owned computer resource to connect to the institution's network): _____

Access Start date: _____ Access End date: _____

V. Non-Employee Acknowledgement of Responsibilities

Your use of University of North Texas System computing resources constitutes an explicit and binding agreement to abide by relevant federal and state laws and UNT System, UNT Denton, UNT Health Science Center, and UNT Dallas policies. Violations can result in severe penalties and possible criminal prosecution.

By using UNT System resources, you agree that you understand the following:

- Unauthorized use of computing resources or information is prohibited.
- Use of institutional resources or information is subject to review and disclosure in accordance with the Texas Public Information Act and other laws.
- You have no reasonable expectation of privacy in regard to any communication or information you store on UNT System resources.
- Use of UNT System and information resources constitutes your consent to security monitoring and testing and administrative review.
- Use of computing resources or information must be limited to justifiable computing activities.
- You must follow all computing policies or standards established by the institution or agency hosting or providing the computer service.
- Your access to computing resources or information may be removed if violations of this agreement occur or upon termination of this agreement.

Institutional Policies

University of North Texas System: http://untsystem.edu/policies.htm
University of North Texas: http://policy.unt.edu/
University of North Texas Health Science Center: http://www.hsc.unt.edu/policies/
University of North Texas Dallas: http://www.unt.edu/unt-dallas/policies/

Non-Employee Signature: _____

VI. Hosting Department Responsibilities and Authorization

The UNT System employee, or contact, who is requesting network access for a guest is responsible for the actions of that guest and for requesting termination of access on the date listed on this form. In addition, the hosting department is responsible for monitoring and auditing computer access and for ensuring that the compliance requirements noted in section I are adhered to.

Hosting Department Employee/Contact Signature: _____

Department Head Signature: _____

Please return this completed form to:
ITCompliance@untsystem.edu
Information Technology Shared Services
Discovery Park E201.

VII. This section for ITSS Use Only

Information Security Approval

UNTS Information Security Officer Signature:
_____

UNTS Information Security Director Signature:
_____

This section for ITSS Use Only
EUID:
Empl ID:
ITSS Compliance Staff:
Process Date: