



# Network Access Agreement

## Division of Information Technology

### Sponsored Guest Internet Access

DoIT Help Desk • D.F.Lowery Building • (910) 521-6260 • [www.uncp.edu/doit](http://www.uncp.edu/doit)

<b>University Sponsor:</b> <i>(printed)</i>	
<b>Department:</b>	
<b>Phone Number:</b>	
<b>Guest Name:</b>	
<b>Guest Email Address:</b> <i>(This will become the username)</i>	
<b>Start /End Dates of Access:</b>	
<b>Purpose of Visit:</b>	
<b>Account information is to be sent to:</b> <i>(check one)</i>	<input type="checkbox"/> Held at DoIT for pickup: <input type="checkbox"/> Sent via campus mail to Department <input type="checkbox"/> Mailed to (provide address)
<b>If Wired connectivity is necessary, Please provide MAC Address:</b> <i>(The DoIT representative will need to contact the sponsor in order to coordinate time and configuration of further setup.)</i>	MAC ADDRESS: _____ <span style="float: right;"><i>( Ex: 00:12:34:56:78:99 )</i></span>

This request must be submitted to DoIT Helpdesk at least five working days prior.

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

- The University Sponsor 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 Polices (AUP).  
<http://www.uncp.edu/doit/policies/policy0103.html>
- The University Sponsor 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 activities 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 Division of Information Technology. All federal and state criminal statutes and restrictions also apply.

**RESPONSIBILITIES**

University Sponsors are responsible for the accounts, 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 is 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 authorized users.
- Game playing.
- Copying or attempting to copy any software or data without authorization.

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Signature (Sponsor) Date

**Division of Information Technology Use Only**

System   ACS ONLY   Usernames \_\_\_\_\_

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