

SUNY Cortland
Guest Account Access Policy

Under normal circumstances, only SUNY Cortland faculty, staff, and students are eligible for network access accounts. Under certain circumstances, others may be eligible for an account as a "Guest" and be issued a "Guest Account". *Guest Accounts* are temporary short term Net-Id access accounts that are available to individuals who are conducting SUNY Cortland scholarly business, but are not officially on SUNY Cortland's payroll. For example: identifiable scholarly activities, visiting speakers, persons auditing classes, and college sanctioned groups. All *Guest Accounts* are governed by the same computer and network usage policies as any other SUNY Cortland account. To review these policies please visit the Information Resources Web site at: <http://www.cortland.edu/ir/>.

What is a Guest Account? A SUNY Cortland Guest Account is a temporary short- term Net-Id access account.

How long can I keep my Guest Account? Your Guest Account will have set start and end dates and times. The dates and times will coincide with the duration of your college sponsored engagement.

Who can get a Guest Account? Individuals who are conducting SUNY Cortland scholarly business, but are not officially on SUNY Cortland's payroll, for example: visiting speakers, persons auditing classes, and college sanctioned individuals or groups, sponsored events. All Guest Account requests must come from a SUNY Cortland Sponsor. The "Sponsor" must be a current SUNY Cortland employee.

How can I get a Guest Account? Your official SUNY Cortland sponsor will be responsible for requesting your Guest Account.

Who can create Guest Accounts? Guest accounts can be created by calling the Technology Help Center or the Circulation Desk in the Memorial Library. Prior arrangements should be made. Last minute request will not be guaranteed.

Auditing a Class. The instructor of the class must provide specific information before a temporary "Guest Account" is created. The account can be created at the Circulation Desk in the Library. No account will be created without the required information from the instructor.

Information required from the instructor:

Instructors Name: _____

Class being audited: _____

Day's class/labs are held: _____

Name of person auditing the class: _____

I _____ verify that _____ is auditing _____
_____ and requires network access during class/lab periods. I understand that access is limited solely to the network and that no account will be given for access to BannerWeb or WebCT. I also understand that this "Guest Account" is governed by the "Guest Account Policies" and the colleges "Computer and Network Use Policies".

Instructors Signature: _____