



To: _____ Date: _____
 From: Information Technology Services (ITS)
 Subject: Cal Poly Network Temporary Access for Non-Employees

Access to Cal Poly's information technology resources is a privilege granted to faculty, staff and students in support of their studies, instruction, duties as employees, official business with the University, and/or other University-sanctioned activities. Access may also be granted to individuals outside of Cal Poly for purposes consistent with the mission of the University.

As a non-Cal Poly employee, you are being granted temporary access to the Cal Poly Network, including Internet access, e-mail, calendaring, Remedy and/or other central information technology resources, for a limited time and a specific purpose at the request and approval of the sponsoring Cal Poly department.

Access is being provided to facilitate communication and coordination with the University in meeting specific goals and objectives. In exchange for receiving this access, Information Technology Services requires you to complete and return the form below. By signing, you are acknowledging that have read and agree to abide by all applicable University policies and to accept the consequences of non-compliance. The policies are posted on the web at <http://security.calpoly.edu/policies/>.

Once your signed form is received (by mail or fax), the ITS Service Desk will create accounts if necessary. Please contact the sponsoring department for your account login ID and password information if necessary. If you have any questions regarding this process, please e-mail servicedesk@calpoly.edu or call (805) 756-7000.

 TO: ITS Service Desk, Cal Poly, San Luis Obispo, CA 93407 – FAX NO: 805-756-1536

I understand that I am being granted access to the Cal Poly network for the intended purpose specified by the sponsoring department. I understand and agree to abide by Cal Poly's Information Technology Resources Responsible Use Policy, Confidentiality-Security Agreement, and other applicable policies.

Purpose: _____

Signature:	<i>Guest Computer Information</i>
Name (print):	<i>Manufacturer:</i>
Phone (print):	<i>Ethernet MAC Address:</i>
Sponsoring Department (print):	<i>Wireless MAC Address:</i>
Approved by: Name (print)	<i>Dates Needed</i> <i>From:</i>
Signature	<i>To:</i>