

Computing & Information Services @ Brown University

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Request for SPONSORSHIP OF GUEST IDS

Use this form to request the ability to manage temporary guest accounts, which are used exclusively for network access (wired or wireless).

A sponsor of GuestIDs has the rights and responsibilities of managing temporary guest accounts.

A sponsor has the ability to:

- **Request guest accounts**
Individual GuestIDs can be requested online and are active for up to 30 days.
- **Manage guest account descriptions**
To better track requested IDs, descriptions can be associated with each. These can be updated at any time.
- **Expire or extend guest accounts**
GuestID expiration dates are set by the sponsor (up to 30 days). These can be reset to immediately expire an account, or can be extended for a further 30 days if needed.

Sponsorship of GuestIDs also include responsibilities:

- As these accounts are used to access the University's network by non-Brown personnel, a sponsor is accountable for any policy infractions or damages that may be incurred. A signature below acknowledges acceptance of these terms.
- The CIS Help Desk should be notified of any change in department or role resulting in the cessation of need for sponsorship abilities. Any new departmental representative who may therefore require sponsor duties must submit an application for access.
- Sponsors will need to renew their status on a yearly basis, which can be handled via email to CAP@brown.edu.

Sponsoring department:	
Sponsor's name:	
Sponsor's job title:	
Sponsor's campus address:	Phone:
Sponsor's email address:	
Reason access is needed:	
Signature of Sponsor:	Date:
Name of Department Head/Chair:	
Signature of Department Head/Chair:	Date:

Request approved:

IT Security Director / VP for Computing & Information Services

Date

Request for Sponsorship of GuestIDs

Current as of: 2/18/2005

<http://www.brown.edu/Facilities/CIS/Forms/CAA/X04.pdf>

Form #E08