

# Computing & Information Services @ Brown University

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## Request to SPONSOR the ADMINISTRATION OF GUEST IDS

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

An administrator of GuestIDs has the rights and responsibilities of managing temporary guest accounts.

An Admin 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.

Administration of GuestIDs also include responsibilities:

- Admins are accountable for the proper management of the Guest IDs assigned to them. This is to include maintaining contact information (name, phone number and email address) for each of these temporary users of Brown's network should CIS need to reach them.
- Admins must remove access promptly once the Guest ID is no longer needed.
- 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 admin duties must submit an application for access.
- Admins will need to renew their status on a yearly basis, which can be handled via email to CAP@brown.edu.
- A signature below acknowledges acceptance of these terms.

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

Request approved:

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*Chief Information Security Officer / VP for Computing & Information Services*

\_\_\_\_\_  
*Date*

Request for Sponsorship of GuestIDs

Current as of: 12/4/2008

<http://www.brown.edu/cis/support/cap/forms/E08.pdf>

Form #E08