

## Requesting Non-Academic computer lab accounts

Campus computer labs require users to supply a userid and password before applications and programs can be accessed. Students, faculty and staff are automatically assigned userids when they join the university. Other persons attending workshops or conferences on campus (non-credit bearing), who need to use lab computers, must be assigned temporary computer lab accounts. If you are the coordinator of a non-academic event that requires access to lab computers, you may request temporary lab accounts for your attendees. Complete this form and return it to the Manager of Customer Services **at least 2 weeks prior to your event.**

1. Provide the following information. Contact the Software Support Specialist if you have any questions.

Event Title: \_\_\_\_\_ Event Computer Lab: \_\_\_\_\_

Coordinator: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Telephone#: \_\_\_\_\_

Event start date: \_\_\_\_\_

Event end date: \_\_\_\_\_

Note: E-mail accounts will only be assigned to non-academic users when event curriculum specifically requires it. Attendees can use regular lab accounts to access their home e-mail boxes via POP mail.

2. Please, finish reading this form, sign it, and return the form to the Manager of Customer Services.

3. After reviewing this information and verifying your computer lab reservation, Computer Services will assign a pool of computer lab accounts to your event. We will send you a list of accounts, passwords, activation/termination dates, a set of instructions and copies of the "Computing Facilities Acceptable Use Policy and Agreement" form (which your attendees must read, agree to and sign **BEFORE** using a lab computer, see 4. below.) **Note: If attendees are under the age of 18, their guardians must also sign the form.** In this case, you should get the form out to guardians before the event, so underage attendees can bring the signed form with them. The form is available in MS-Word format, on-line at: <http://gabby.umpi.maine.edu/pdf/accept.pdf>

4. Accounts will be activated at 8am on the starting day of your event. First, have your attendees read and sign the "Computing Facilities Acceptable Use Policy and Agreement" form. The forms are pre-printed with accounts and passwords. You should have received 2 copies of the form for each attendee. As you distribute the forms, ensure that you give each attendee two copies of the form printed with the **same account and password**. Attendees only need to sign one copy. The second copy is for their reference. Collect the signed copies and return them to Computer Services. Accounts that have not been signed for must not be used. **The event coordinator will be responsible for accounts that are used, but for which Computer Services did not receive a signed agreement form.**

5. All accounts will automatically expire and any records or user data associated with accounts will be deleted at 8am, the day after the event end-date. Backups will not be made of user data.

Event Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_