



## Visitor ID and Access Request Form

As a visitor or volunteer of Michigan Technological University, whether on-site or virtual, please review the policies and procedures you should familiarize yourself with as you are making this request. Submission of this form creates a login ID for the requestor.

The University provides information technology resources, such as computing and networking, to the University community. It is the user's responsibility to properly use and protect those information technology resources, as well as comply with all University policies, state and federal laws, regulations, and contractual obligations. As such, please review policy 2.1006 Acceptable Use of Information Technology Resources as well as the Standards of Acceptable Use of Information Technology Resources.

### **Policy 2.1006 Acceptable Use of Information Technology Resource**

<http://www.admin.mtu.edu/admin/policy/gen/1006.htm>

### **Standards for the Acceptable Use of Information Technology Resources**

<https://www.mtu.edu/it/security/policies-procedures-guidelines/university-policies/standards-acceptable-use-information-technology-resources/>

The library will support off-campus digital access for educational or research purposes with restrictions as outlined here:

### **Library Policies**

<http://www.mtu.edu/library/about/policies/#slider-91864>

The HuskyCard serves as the library card. Access to the library 24/7 areas is also available upon request.

### **University Policies and Procedures**

<http://www.admin.mtu.edu/admin/policy/>

### **Discrimination and Harassment Policies**

<http://www.mtu.edu/equity/definitions/policies>

I understand that the University's policies are available on the Michigan Technological University website and agree that it is my responsibility to become familiar with their content. I agree to follow and comply with all University policies and regulations and understand they are subject to change.

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Print Name

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Signature

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Date



## Visitor ID and Access Request Form

The following information is required to establish a Michigan Tech ID (M#) with the University

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street City State Zip

Current Email\*: \_\_\_\_\_ Mobile Phone\*: \_\_\_\_\_

Citizenship:  US Citizen  Non-Citizen  
 Permanent Resident Please list immigration status: \_\_\_\_\_

Location:  On-Campus  Off-Campus

Visiting Department: \_\_\_\_\_

Department Contact Name and Number: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Library Resources Needed [LIB]:  Yes  No

GlobalCampus (KeyPath) [KEY]:  Yes  No

If you require additional access beyond Library and Key Path Access, your sponsoring department will need to submit a request to [it-help@mtu.edu](mailto:it-help@mtu.edu) once the Michigan Tech M# has been created. This would include access like computer logins, drive or file access, Google access, etc. Access will be reviewed on an annual basis. You will be contacted during the review period to update or cancel granted access.

\_\_\_\_\_  
Dean/Department Chair/Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
University Librarian Signature (if applicable)

\_\_\_\_\_  
Date

**Please submit completed forms to Human Resources for processing.**

Email: [humanresources@mtu.edu](mailto:humanresources@mtu.edu) Fax: (906) 487-3220

**For Office Use Only**

M Number Assigned: \_\_\_\_\_

Access Codes Granted: GST LIB KEY

\* Must have either an email or mobile number for verification. Providing your mobile phone number allows us to enable self-service password recovery and contact you if there are issues with accessing your account.