



Visitor ID, E-mail & Access Request Form

Request form for visitors to gain I.D., email, parking and/or library access.

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:

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.

Standards for the Acceptable Use of Information Technology Resources

<http://www.security.mtu.edu/policies-procedures/standards-acceptable-use.pdf>

Acceptable Use of Information Technology Resources

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

The library will support off-campus digital access for educational or research purposes with restrictions as outlined here: <http://www.mtu.edu/library/about/policies/#slider-91864>.

The Michigan Tech ID 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.

Print Name

Signature

Date

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The following information is required to establish a Michigan Tech ID Number and/or email account with the University:

Name : _____
Current address : _____
Date of Birth: _____ Current E-mail Address: _____ Mobile #: _____

Citizenship:

- U.S. Citizen
 Permanent resident
 Non-citizen (Please list your immigration status on line below)

 On Campus
 Not on Campus

Visiting Department : _____
Department Contact Name & Number : _____
Reason for request : _____

- E-mail account needed : YES NO
Michigan Tech ID needed: YES NO
Michigan Tech parking pass needed : YES NO
Library online access needed YES NO
Library building access needed YES NO
Access needed until _____

School Dean / Department Chair / Direct Supervisor

University Librarian (if applicable)

Please submit to Human Resources for processing.

For Human Resource Use Only
M Number Assigned : _____
E-mail account created: YES NO
HR Verification : _____