Visitor ID, E-mail, 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 an email and 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 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
Visitor ID, E-mail, and Access Request Form

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

Name: __________________________ Date of Birth: ____________

Current Address: __________________________

Current Email*: __________________________ or Mobile Phone*: __________________________

Citizenship:  ○ US Citizen  ○ Permanent Resident  ○ Non-Citizen __________________________

Location:  ○ On-Campus  ○ Off-Campus

Visiting Department: __________________________

Department Contact Name and Number: __________________________

Reason for Request: __________________________

Library Resources Needed [LIB]:  ○ Yes  ○ No

Key Path Employee [KEY]:  ○ Yes  ○ No

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  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.