



Michigan
Technological
University

Visitor ID and Access Request Form

(Visitor Access Forms must be submitted to Human Resources by the approving Department)

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.

Print Name

Signature

Date



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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*: _____

(*Must have either an email or mobile number for verification and password recovery)

Citizenship: ☐ US Citizen ☐ Non-Citizen
☐ Permanent Resident Please list immigration status: _____

Location: ☐ On-Campus ☐ Off-Campus

Is this individual providing service on a
voluntary basis? ☐ Yes ☐ No

All volunteers must complete the Volunteer paperwork before access is granted.

[CLICK HERE](#) for policy and documents.

Visiting Department: _____ Org #: _____

Department Contact Name and Number: _____

Reason for Request: _____

Library Resources Needed [LIB]: YES NO (If "YES", must obtain signature from MTU Librarian)

If you require additional access beyond Library access, your sponsoring department will need to submit a request to 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: hr-help@mtu.edu

Fax: (906) 487-3220

FOR HR USE ONLY

M# Assigned: _____

Username/Email: _____

Access Codes Granted: Guest (GST)

Library (LIB)

Entered By: _____

Date: _____