

Non-Affiliated Person and Escalated Account Access Request Form

Page 1 of 5

This form is for requesting an institutional account, access to network resources, or application level access for associates, consultants, contractors, or guests of Dominican University - herein referred to as Non-Affiliated Person(s). This form may also be used to request escalated access for a current Dominican Network ID. Account or access requested will need a University sponsor (head of business unit, department, faculty, administration, etc.) and granted for persons for official university business.

Once the form, with all the required fields completed, is submitted, please allow 5 to 10 business days for processing and verification. In some cases training may be required before access is granted. Access terminates after midnight on the end date specified in section two of this form. The maximum length of time allowed for the account or access is 12 months. The sponsor must submit a new request form prior to the end date to avoid disruption of service. It is the responsibility of the sponsor to immediately submit this form (complete section 1 and 3) for termination of access if the account/access is no longer required prior to the specified end date.

The privacy of student and employee information is protected by University, State and Federal laws. Access granted to University resources might be protected, but not limited to the following laws or standards: Family Educational Rights and Privacy Act (FERPA), HIPAA, PCI DSS, GLBA. Moreover, Dominican imposes its own policies and standards regarding the safeguarding of the University assets. Please review the policies governing the use of Dominican's institutional data and computing resources at <http://duit.dom.edu/policies>.

Please complete each section and email it to Information Technology at helpme@dom.edu. Allow up to 10 business days for verification of the account sponsor and creation of the requested account.

Request Date: _____

Request Type: New Non-Affiliated Person Access (Sections 1 - 5)
 New Escalated Access for a Dominican University faculty, staff or current student (Sections 1 - 5)
 Renewal of Non-Affiliated Person or Escalated Access (Sections 1 - 5)
 Termination of Non-Affiliated Person or Escalated Access (Sections 1 and 3)

Section 1: Individual Needing an Account and/or Escalated Access to a University Resource

Last Name: _____ First: _____ Middle: _____

Company Name (If Applicable): _____

Position with Company (If Applicable): _____

Daytime Phone Number: _____ Cell Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____



Non-Affiliated Person and Escalated Account Access Request Form

Page 2 of 5

The following questions are only for an individual that is not currently a member of our faculty, staff or enrolled as a student:

Non-Dominican Email Address: _____

Date of Birth: _____ Last 4 Digits of Social Security Number: _____
If the individual does not have a SSN, please provide the last four digits of a National ID.

Section 2: University Account, Access or Resource(s) Requested

_____ Jenzabar Access #+
(complete all sections, sign and return)

_____ Access to Institutional Data (i.e. academic records) outside of Jenzabar #+
(complete all sections, sign and return)

_____ Student Worker Account +
(complete all sections, sign and return)

Dominican University Student ID Number: _____

Student Work Hours: _____ to _____

Student Work Days: Mon Tue Wed Thur Fri Sat Sun

Term: (Check Only One) Fall Spring Summer Year: (Calendar Year) _____

_____ College/Departmental Server +
(complete all sections, sign and return)

_____ Network Drive +
(complete all sections, sign and return)

_____ VPN (Private Network) for remote access+
(complete all sections, sign and return)

+) Requests denoted with this symbol require the review of the Director of Information Technology.

) Requests denoted with this symbol require the review of the Director of University Information Systems.

Please detail the purpose for this request. This should include a statement of business reason for access. Also identify the specific systems that should be available to this individual. If more room is required, please attach additional pages.

Non-Affiliated Person and Escalated Account Access Request Form

Access Start Date: _____ Access End Date: _____
Maximum length of 12 months from start date.

Section 3: University Sponsor for Requested Account/Access

Last Name: _____ First: _____ Middle: _____

Dominican Employee ID Number: _____ Title: _____

Campus Address (Building and Room Number): _____

Campus Phone Number: _____ Campus Email Address: _____

By signing this form, I certify that I am the sponsor/host responsible for actions of the individual identified in "Section 1", and understand that I am required to:

1. Ensure that the individual identified in "Section 1" reads, agrees to, and abides by the IT policies found on the web located at <http://duit.dom.edu/policies>;
2. Notify IT when the above-named has concluded their business at Dominican University; and
3. Notify IT that the above-named is still active when the periodic deactivation of escalated access and Non-Affiliated Person accounts takes place. (Failure to do so will result in the account or escalated access being deactivated.)

Sponsor Signature: _____ Date: _____

Sponsor's Supervisor Signature: _____ Date: _____

Section 4: Computer System(s) Access Requested

If the account you are requesting will be used to access computer systems and resources on the Dominican network, please provide the details of the resources or systems below.

Department Shared Folder(s) Requested:

Information Technology Use Only

Computer Name: _____ IP Address: _____ OS: _____

System Administrator: _____ Administrator Phone Number: _____

Network Services Used: _____ (Windows Share, SFTP, SSL, HTTP/HTTPS, etc.)

Non-Affiliated Person and Escalated Account Access Request Form

Page 4 of 5

Section 5: Requestor Confidentiality and Non-Disclosure Agreement

The undersigned Dominican University associate, consultant, contractor, or guest in the course of their relationship with Dominican may have access to or acquire confidential personally identifiable information, including but not limited to student and/or employee names, addresses, telephone numbers, bank and or credit card numbers, social security numbers, and income and credit history.

The signee acknowledges his or her responsibility to abide with for various State and Federal regulations regarding privacy and security of confidential information maintained by the University, including the Family Educational Rights and Privacy Act (FERPA), the Payment Card Industry Data Security Standards (PCI DSS), the Gramm-Leach-Bliley Act, the Health Insurance Portability and Accountability Act (HIPAA), and the State of Illinois Statutes on identity theft, and agrees to cooperate, and shall cause its officers, employees, agents, and subcontractors to cooperate with the University, as necessary, to comply fully with these legal obligations.

The signee agrees to keep confidential all student academic records, employee personnel records, and other personally identifiable information that is deemed to be confidential in accordance with applicable Federal, State and University laws and policies.

The signee declares his or her capability of safeguarding any confidential information accessed or viewed. Signee agrees to implement such safeguards that may be necessary to maintain the security and confidentiality of all information accessed or viewed, and to prevent the disclosure of the information except as required by law.

Signee shall indemnify, protect, defend, and hold harmless the University and its trustees, officers, agents, employees and representatives against any and all claims, demands, suits, and causes of action and any and all liabilities, costs, damages, expenses, and judgments, incurred in connection therewith relating to or arising out of unauthorized use or disclosure of confidential information.

Copyright, trademark and patent infringement is strictly prohibited. The federal Copyright Act extends to much of what is transmitted over computer networks, such as text, pictures, music and software. Since copyright infringement is a strict liability crime, intent to infringe is not required.

Dominican has purchased the right to use software on personal computers that is protected by federal copyright laws. At no time may this software be copied for use on a personal computer other than the one for which it was originally intended. Only software purchased or authorized by Dominican may be used on its computers. Software brought in from outside or downloaded from the Internet, may not be used without approval from Information Technology, due to licensing issues, the potential exposure to computer viruses and the potential impact on the computer network. Dominican has the right to monitor for compliance at any time and without prior notification.

Signee will immediately report to the University any unauthorized use, access, or disclosure of confidential information. Breaches of information security, intellectual property, Internet usage, electronic mail and the sharing of access codes, identifications, or passwords, or wrongful access to the Dominican University network or systems connected to that network, are viewed as serious violations. Users violating this policy will be subject to disciplinary action, which may include but is not limited to termination of access to the system and termination of employment. Violators are also subject to civil or criminal liability.

Non-Affiliated Person and Escalated Account Access Request Form

Page 5 of 5

I have read, understand, and agree with the terms and conditions as stated in this document. Further, I have read and understand the DU IT policies and all procedures and processes identified in them at <http://duit.dom.edu/policies>, including my personal responsibilities, and agree to abide by their provisions.

Signature: _____ Date: _____

NOTE: Account information and initial credentials will be e-mailed to the sponsor unless the intended individual already has a Dominican University e-mail address.

Information Technology Use Only

Help Desk Request Number

Approvals

Director of Information Technology
All requests for access.

Date

Director of University Systems
Requests for Jenzabar and institutional data access.

Date

Credentials and Activity

Account User Name

Account Creation Date

Account Notification Date

Account Expiration Date

Account Renewal Notification Date

IT Staff Member of Record

Summary of Actions Completed