

## Setting Up Guest Access

To set someone up with Guest Access, the following information is required and must be submitted to the Human Resources office via email to the Office Manager for Fiscal Affairs (Diane Vassill, dvassill@une.edu), from the department liaison and **must** be approved by the **Department Head**. Approval can be granted by the department liaison copying the Department Head on the email request.

- Full legal Name of Guest
- Mailing address
- **Dept Head** authorizing this Systems' Guest Access
- Supervisor/Department Liaison
- Department
- Guest Role/Function
- Systems needed:
  - Please indicate with **Yes** or **No** after each numbered system below:
    1. Library Computer and Lab Computer Login –(needed for on campus access to library and lab computers).
    2. Library Database access-(needed for on and off campus access to the Library data systems and proxies).
    3. Google Apps-(needed for on and off campus access to Google Storage and Google drive. Allows for cloud document storage).
    4. Novell H: and I: drive access-(needed for on campus access to UNE servers and data storage, shared and personal drives).
    5. Office 365 E-Mail-UNE email from on and off campus.
    6. Blackboard Learning System-needed for on and off campus online courses.
- Access Start Date:
- Access End Date:

Questions to be answered: Who is considered a guest employee, what happens once the info comes in? How does the information get communicated to the guest?