

# IT Resources and Systems Access Request Form (Exception)

Date of Request: \_\_\_\_\_

Access to and use of IT Resources and systems by persons not directly affiliated with Longwood must involve work to be performed which satisfies at least (1) of the following conditions:

- The work relates to or is in support of Longwood's sponsored activities
- The work involves use of IT resources and systems available only from Longwood and can be accommodated without disruption to established Longwood workloads

\* Full Name of person needing access (MUST include middle initial): \_\_\_\_\_  
or Conference/Event Name : \_\_\_\_\_

Please provide pertinent contact information:

\*User's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\* Phone: \_\_\_\_\_

On-Campus office location (if applicable): \_\_\_\_\_ On-Campus Phone (if applicable): \_\_\_\_\_

\* Select the access required (check all that apply) and, if appropriate, attach corresponding and completed access request forms:

Email Access

Office, Classroom and Lab Access, Banner ID, Blackboard

Connect a personal laptop to the Wired network (MAC address required) : - - - - - Wireless network

Remote access to Longwood systems (IP, TCP, UDP required):

Non-Longwood Source IP: . . . . .

Longwood Destination IP(s):

TCP Port(s):

UDP Port(s):

Blackboard only access (Class and Course # required):

Other access/information (specifics required):

Duration (not to exceed 1 year): \* Start Date: \_\_\_\_\_ \* End Date: \_\_\_\_\_

Sponsor must be a Longwood University employee and agrees to assume responsibility for use and adherence to the **Acceptable Use of Information Technology Resources and Systems Policy #6104** for the person/conference/event named above.

\*Sponsor's Name: \_\_\_\_\_

\*Sponsor's Phone: \_\_\_\_\_

\*Sponsor's Dept: \_\_\_\_\_

\*Email: \_\_\_\_\_@longwood.edu

\*Sponsor Signature: \_\_\_\_\_ \*Date: \_\_\_\_\_

Sponsor must submit this request in writing to the Vice President of Information & Instructional Technology Services/Chief Information Officer (CIO), or his/her designee, for approval. (Please deliver to User Support Services for routing. Sponsor cannot authorize access under any circumstances.)

Approved \_\_\_\_\_ Denied \_\_\_\_\_

Comments: \_\_\_\_\_

\*CIO/Designee's Signature: \_\_\_\_\_ \*Date: \_\_\_\_\_

Approved requests will be forwarded to Information Security for Processing. Denied requests will be returned to Sponsor. See **Access to Information Technology Resources and Systems #6105** for more information.