

Request to access the Facilities network from home

Please read the following, sign it and then have your supervisor sign it. If any information on this form should change, it is the user's responsibility to inform Computer Services of those changes.

To access the Facilities network from home you **must** have the following:

- Home computer with Windows XP or better
- High-speed Internet access
- eID
- Facilities logon
- Sole access to a computer at Facilities

Computer Services does not have the resources to provide users support on their home computers.

Please provide the following information (*please print legibly, illegible forms will be rejected*):

Your name: _____

Section: _____

Two or three letter code on your computer at Facilities: _____

Name of your high-speed provider: _____

Your eID: _____

Your Facilities user name: _____

I have read the above and understand the conditions involved in accessing the Facilities network. I also understand that all Facilities and University policies relating to computer usage apply while accessing my work computer remotely:

Signature: _____ Date: _____

For the supervisor.

I understand that my employee is requesting access to the Facilities network and agree that they need this access. I also realize that the computer noted above cannot be used by anyone while this employee is accessing the Facilities network from home.

Signature: _____ Date: _____