

# GUEST/TEMPORARY NETWORK ACCESS REQUEST

## Guest Network Access Request

Guest/Temporary User Name: \_\_\_\_\_

Department: \_\_\_\_\_ Departmental Contact: \_\_\_\_\_

The City may wish to provide access to guests on a case-by-case basis in accordance with its Guest Access Policy. Please complete the information below in order to be granted access.

Dates Needed: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Access: \_\_\_\_\_

Access Needed:  Outbound to Internet  
(check one)  Specific Resources on the network (list: \_\_\_\_\_)  
 Specific Ports or Services (list: \_\_\_\_\_)

Access Requested:  Wired  Wireless  
(check one)

The City reserves the right to require Guests to review and accept the corporate Acceptable Use Policy (AUP) before being granted network access. Please initial the statement below that is most accurate:

- I have read, understand and agree to the Acceptable Use Policy.
- I have read and do not agree to the Acceptable Use Policy.
- I have not been asked to review the Acceptable Use Policy.

Please provide any additional information related to your request for access below:

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Guest Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Guest Signature: \_\_\_\_\_

Employee Contact: \_\_\_\_\_

Employee Signature: \_\_\_\_\_