
(for IT operations use only)

Information Technology
The University of Montana

Work Order #: _____
(for IT Central use only)

Sponsored Visitor Wireless Access Request Form

Use this form to request 'sponsored visitor' access to The University of Montana-Missoula's **wireless network**.

A sponsor must be a University department or unit to request visiting user access.

See **Information Section** on other side of form for important additional comments.

Sponsor Information (please PRINT clearly):

Sponsoring Department: _____

Departmental Contact: _____

Phone Contact: _____ E-mail Contact: _____

Required access start date: _____ Required access end date (default = 3 days) _____

Cisco VPN software CDs required (\$1 per CD): YES ☐ NO ☐ Banner Index No. _____

CD Cost \$ _____ Processing Fee \$ _____ Visitor Cost _____ Total Cost \$ _____

Individual Request (\$10 Processing Fee)

Name of Visitor: _____

Purpose of Wireless Access: _____

Block Request (\$15 + \$1 per Visitor Processing Fee)

Name of Visitor Group: _____

(Please attach a list of visitor names - first name/last name)

Reason block of visitors is required: _____

Required Signatures

Requestor: _____
Printed Name/Signature _____ Date _____

Department Chair: _____
Printed Name/Signature _____ Date _____

Dean/Director: _____
Printed Name/Signature _____ Date _____

This Section For It Use Only

Delivered by: _____
(If not requester) Printed Name _____ UM ID _____

Photo ID Checked by: _____
Printed Name/Signature _____ Date _____

IT ACIO: _____
Printed Name/Signature _____ Date _____

Funds Received by/ Index Code Applied: _____
Printed Name/Signature _____ Date _____

Action Completed by: _____
Printed Name/Signature _____ Date _____

Requester Notified By: _____
☐ Verbal ☐ Written Printed Name/Signature _____ Date _____

Please take this completed form to IT Central, Social Science Room 120
at least five working days in advance of when access is required.

You must present a Photo ID when submitting your form. Incomplete forms will not be processed.

Information Section

The request process for sponsored wireless access requires that the sponsor do the following.

1. Complete a “Request for Sponsored Visitor Wireless Access” form (see other side)
 - Provide information about the visitor(s), including start and end dates for access
 - For block requests, attach a list of all visitor names (first name, last name)
 - Provide an account number to which applicable processing charges will be billed
 - Explicitly agree to accept ALL responsibility for
 - (a) supporting the visitor in his/her activities,
 - (b) assuring that the user is aware of and intends to follow applicable MUS acceptable use policies, and
 - (c) any/all activity undertaken by the visitor using this access
 - Certify the above through appropriate signatures from the responsible parties for that entity (e.g., department chair, dean, director, etc.)
2. Deliver the completed form to IT Central at least FIVE working days in advance of required access.
You must present a Photo ID when submitting your form. Forms delivered via campus mail will not be processed and will be returned to the requestor.

IT Central will process this request and respond within five working days either approving the request by providing account names and passwords as requested, or denying the request and explaining why.

IT Central will NOT take requests over the phone, via e-mail, or via the web as auditing concerns demand a paper trail with explicit signatures from the sponsor.

For an approved request, the sponsor accepts all responsibility to supply account information, assistance in set up, and all other end user support to its sponsored visitors. Within the exceptions noted below wireless access for sponsored visitors will work exactly like wireless access for regular students and employees, so the setup and support should be minimal. Like all other wireless access users, sponsored visitors will need standard 802.11b/g capability and may have to install special access software. This software is available and provided free for PC and Mac portable computers – it may be available at extra cost (to the sponsor) for Palm, Blackberry, and other handheld devices.

The special NetID issued under this service works like a normal NetID, except:

1. It permits only use of the campus wireless network access facility – it does not provide an email or Blackboard course management system account, or access to any other resource.
2. It comes with a pre-set, fixed password – unlike a regular NetID password the fixed password cannot be changed by the user.

The new service described here should work for many of the temporary “affiliates”, official visitors, and conference and workshop attendees for which campus units have been requesting wireless access. But IT is aware that there are needs for other types of special case access. If you have questions about needs that fall outside of this service please contact IT Central, 243-HELP (x4357).