Guidelines for Providing Sponsored Access to the Wireless Network to University Guests

As a departmental head, I understand that I am responsible for the use of user-IDs created for guests of my department. I further understand that:

1. I am responsible for appropriate use of the web-based application, ClearPass, provided by Network Infrastructure & Services (NI&S) to manage the user-IDs.
2. I assume responsibility for the actions performed by individuals using one of these user-IDs.
3. The user-IDs created by this application are not to be used by Virginia Tech faculty, staff, or students. Guests with a need to access other Virginia Tech services should request a sponsored PID.
4. The guest has a valid business reason – to the benefit of the university – for accessing the network. The non-sponsored wireless service is designed to accommodate most users, including parents, friends, prospective students, etc. This form, and sponsored wireless guest accounts, primarily applies to visitors who may require longer access, such as contractors, conference attendees, vendors, etc.
5. NI&S reserves the right to terminate access to any user-ID or to the web-based application used to create the user-IDs.
6. While the tasks associated with collecting information and managing user-IDs can be delegated, the responsibility cannot. The responsibility remains with me, the departmental head.

Department Name: _____

List Department on the Enterprise Directory group as: _____
(short name with no spaces, such as "NIS")

CNS Customer Account Number (CAN): _____

Individual(s) authorized to manage to the Enterprise Directory (ED) group (please print):

NAME	PID

Understanding the ED group roles:
*The **ED group managers** listed above will be the primary contact(s) with NI&S for guest wireless services. These managers will control and edit the ED group membership. **ED group members** are the "guest operators" that use the sponsored guest wirelesss application. ED group managers do not have access to the guest wireless application unless the manager is also an ED group member.*

_____   _____   _____
Department Head *(please print)*   **Signature**   **Date**

Return form to NI&S Customer Support (0506).