



# School District of Indian River County

6500 57<sup>th</sup> Street • Vero Beach, Florida, 32967 • Telephone: 772-564-3000 • Fax: 772-564-3054

David K. Moore, Ed.D. Superintendent

## Network Access Guest Account Request Form

Contractors, vendors, volunteers or guests of the School District of Indian River County are sometimes granted temporary access to the District's computer network. Permission for a network account requires the recommendation of the site administrator or principal, as well as, authorization from the Information Technology department. Guest accounts may be issued for a period of up to one year. Please allow at least three business days for accounts to be created and activated. Accounts that are not accessed at least once a month may be automatically disabled.

**\*\*\*PLEASE PRINT CLEARLY\*\*\***

### Section 1 – User Information (to be completed by Administrator)

Name of Guest: \_\_\_\_\_

Relationship with SDIRC: \_\_\_\_\_

Reason for Account: \_\_\_\_\_

Email account required? Yes\*  No

Account Start Date: \_\_\_\_\_ Account End Date: \_\_\_\_\_

Administrator Name: \_\_\_\_\_ Location/Site: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* Email accounts will not be added to District email distribution lists.

### Section 2 – Guest Compliance and Signature

I agree to use this temporary account in accordance with guidelines stated in the "Network and Internet Responsible Use and Safety" policy:

(<http://go.boarddocs.com/fl/ircs/Board.nsf/goto?open&id=BGKM5Z58ADC8>).

Signature of Guest Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Current email address: \_\_\_\_\_ Phone #: \_\_\_\_\_

### Section 3 – I.T. Authorization and Action

Date Received: \_\_\_\_\_ Request Granted  Request Denied

Account created by: \_\_\_\_\_ Login id: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Forward this completed form to Sam Stranzin (x3069) at the County Office.**