



REQUEST FOR TEMPORARY ACCOUNT FORM

Instructor Name: _____

Class: _____

Classroom Number: _____

Brief Rationale: _____

Date Range Required: _____

I have read the agreement on the reverse side of this form regarding the use of temporary accounts. I acknowledge the importance of protecting the security of the account information.

Instructor Signature: _____ Date: _____



Dean Name: _____

Dean Signature: _____ Date: _____

TSS Director Signature: _____ Date: _____

Ding-Jo H. Currie, Ph.D., Chancellor

TEMPORARY ACCOUNT PROCEDURE

The College Technology Committee recently ratified a new process for temporary accounts. The process for temporary accounts is as follows:

- All temporary accounts will be disabled initially.
- Any instructor who needs a temporary account will submit the “Request for Temporary Account Form” to their respective dean.
- The dean will review the request.
- The request will be forwarded to Technology Support Services for review and creation.
- The temp account will be assigned to the instructor.
- The instructor will keep track of the student(s) logged in, date and time.
- Instructor will NOT give the temp user name and password to the student or entire class. The instructor will log the student on individually protecting the confidentiality of the user name and password.
- Instructor will NOT write the temp user name and password on the board.
- Instructor will submit a copy of the tracking sheet to the dean at the end of the semester.
- The dean will submit a copy to TSS for safe keeping and future reference.