Subject: Computer Access for Non-Employees of the University

The procedure for allowing University computer access (email, ID, Moodle, etc.) for non-employees of the University is as follows:

1. Complete the UL Lafayette Temporary Account Application for each individual.
2. Complete a letter to Shirlane Sam in Human Resources indicating the following:
   a. Sponsor 
   b. Intended use of the system 
   c. Who will assume responsibility of the access
   d. Date the access should terminate (Please note: This date may not exceed one year from the date of issue.
3. The application and letter should be sent to Shirlane Sam in Human Resources.