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**Subject: Computer Access for Non-Employees of the University**

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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. All requested fields must be completed to ensure approval of the action. Signatures are required by the following parties:

a. Account Owner- The individual who will utilize the account.

b. Sponsor- Employee of the University who will assume responsibility of the access.

c. Dept Head- Supervisor of the Sponsor

2. In addition to signatures, the appropriate access reason must be indicated (select only one).

3. Once completed, the application should be sent to Shirlane Sam in Human Resources, Martin Hall, rm 170. Any questions can be emailed to [sxs2731@louisiana.edu](mailto:sxs2731@louisiana.edu) or call 337-851-6242.