

**UL Lafayette Temporary Account Application**  
*(ALL of the information below is **required**, before an account can be generated.)*  
**Return completed form to Human Resources**

Name: \_\_\_\_\_ SSN or ULID: \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email Address \_\_\_\_\_  
 Sponsor: \_\_\_\_\_ Sponsor ULID \_\_\_\_\_  
 Effective Date \_\_\_\_\_ End Date \_\_\_\_\_ (max 12 months)  
 Dept Name: \_\_\_\_\_ Banner Dept. Code: \_\_\_\_\_ Dept Phone: \_\_\_\_\_

UL Lafayette provides computer and network access to facilitate your personal work and/or study responsibilities at UL Lafayette. Personal enrichment activities may be acceptable, if not consuming critical resources or otherwise interfere with such use. Use for personal profit or to operate a business is not acceptable and may be grounds for the loss of computing privileges. Use on behalf of an organization, even a nonprofit one, is only acceptable if prior approval is received in writing from the UL Lafayette administration.

Never allow someone else to use your account. You are responsible for usage under the access codes issued to you. Keep your password secret. Use of someone else's account or otherwise electronically impersonating another is unacceptable and may be grounds for loss of computing privileges for either or both accounts. Use of computer or network facilities that interfere with, annoy, or harass other computer users, whether at UL Lafayette or at any other site throughout the world, is unacceptable and may be grounds for loss of computing privileges. The University is co-owner of any files you create. A system administrator may inspect your files to resolve system problems. Anyone who sponsors or supervises your computing activities will also have access to inspect your files. You may be billed for inappropriate use, deliberate wasteful or destructive use of resources, and for staff time required to investigate and resolve problems resulting from inappropriate use.

I am requesting this computing account for my own use and will be responsible for any computing activities done on this account. I am responsible for knowing UL Lafayette policies governing the use of computing facilities and networks. I understand that my computer use is also subject to all applicable State and Federal laws.

	Access Reason <b>(select only one)</b>	Description	INB Code
	<b>Non Degree Seeking Students</b>	Intensive English Program, Visiting Scholars	NONDEG
	<b>Non Paid Affiliate</b>	3rd party vendors/contractors, Credit Union/Foundation Employed	NPAFFL
	<b>Research Affiliate</b>	Researchers collaborating with UL employees, unpaid	RESAFF
	<b>Temporary Part-time</b>	Sporadically employed/limited duration	TEMPPT

**Please Check this box if you will also need access to our Cornerstone Software (CSOD).**  
*(Typically for access to University hosted trainings)* If individual is an existing employee who is only requesting CSOD Access do not select anything from the Table above, simply check this box. (i.e. Adjuncts, Students, GAs, WAEs, etc.)

\_\_\_\_\_  
**Printed Name of Account Owner**

\_\_\_\_\_  
**Printed Name of Sponsor**

\_\_\_\_\_  
**Printed Name of Dept. Head**

\_\_\_\_\_  
**Signature of Account Owner**

\_\_\_\_\_  
**Signature of Sponsor**

\_\_\_\_\_  
**Signature of Dept. Head**