

Athens State University Wireless AMSTI and Library Guest Registration Document

The sponsoring department is responsible for ensuring the guests' use and access is in accordance with the Athens State University Wireless Access Policy and other policies as may be applicable to the guest activity.

The IT Department will complete this page of this Appendix and deliver it to the appropriate department no later than 8:00 AM on the Monday of the applicable week. To prevent disruption of services for the library and AMSTI, the previous week's ID and password will remain active until the new one is sent.

AMSTI/Library (circle one) UserID:	
Password:	
Start Date:	
End Date:	

The Library will collect the information on the next page for each person requesting wireless access and send a copy to the IT Department at the end of each day. The IT Department will maintain the copies for a minimum of six months. When the copies are no longer needed, the IT Department will shred the documents to protect the guest's personal information.

AMSTI will send an attendance roster of the guests that may access the Athens State University wireless network. The roster must include as a minimum:

- Attendee's full name
- Organization
- Email address
- Phone number

Athens State University Wireless Access Guest Request Form

Guest access to the Athens State University wireless network is a privilege extended to visiting faculty, staff, students, and other guests as determined by an Athens State University sponsor. This privilege may be withdrawn at any time without advanced notice or explanation.

The following information must be collected and guests must sign this document affirming the information provided is current and correct, and that their use will be in a manner associated with and expected of a guest of an institution of higher education.

Purpose for access*	
Wireless Device*	
Full Legal Name*	
Street Address*	
City ST ZIP Code*	
Home Phone*	()
E-Mail Address	
Pictured ID # & Issuer*	
Employer	
Work Phone	()

*Required information

The following activities are specifically not allowed on the Athens State University wireless network:

- Any activity that initiates or furthers any criminal offense, or gives rise to civil liability, under any applicable law, including, without limitation, U.S. export control laws or U.S. patent, trademark, or copyright laws
- Unauthorized access to any network resource on or off campus
- The use of peer-to-peer clients for the purpose of sharing copyrighted materials
- Any attempts to harass, cause harassment, or mental anguish to a person, department, or any other
- Web or streaming services
- Attempts to send mass email messages or email messages with malicious intent, e.g. phishing, transmitting Trojans and viruses, etc.
- Any other activity that is contrary to the academic image of Athens State University, its faculty, staff, students, and guests.

By signing this document, I affirm that the information provided is current and correct, that I will use the wireless access in the manner described above, and that I have read and will comply with the specific restrictions cited above.

Guest's Signature: _____ Date: _____

Name of employee processing request: _____