

# USERID AGREEMENT

For Temporary, Contractor Staff, or Other Non-Employees



It is the policy of this college that its facilities be used for purposes of fulfilling its mission of teaching and public service. Madison College facilities are not available for unrestricted use for other purposes. Persons authorized to access Madison College's computerized data facilities are responsible for maintaining the privacy and security of these facilities, which include electronically stored data and software.

Computing systems, electronic mail, and network facilities are not intended to be used for personal purposes or gain; they are not provided as a medium for free expression when unrelated to the academic programs or operations of the College. Madison College participation in WiscNet and Internet also precludes its use for commercial or illegal activities.

Computing equipment, software, and network access must be used in a manner consistent with College codes of conduct and applicable statutes of Federal and State of Wisconsin Criminal Code. Activities that interfere with the ability of others to make effective use of campus computing and network resources are prohibited. You may be subject to criminal prosecution if you: access or release unauthorized information/data; intentionally disclose your password to another who uses it to gain unauthorized access to information; fail to exercise adequate care in maintaining system security. Employees may be subject to discipline or dismissal.

**Signing this form confirms your agreement to the concerns and potential penalties for violating computer security standards, and agree to take necessary action to ensure that the security and integrity of computer based information is maintained. Further, you agree NEVER TO DISCLOSE YOUR PASSWORD.**

Completing this form will give the requestor network and, if needed, email access. For Blackboard and PeopleSoft access, please submit a SWC PeopleSoft Access Form which can be acquired from Technology Services Help Desk

**All applicable fields must be completed. If you have questions you may contact Jody Olah at 246-6111. Email to [jolah@madisoncollege.edu](mailto:jolah@madisoncollege.edu) or fax to: 1-608-246-6329**

<u>Requestor Name (First, MI, Last) – Please Print</u>	<u>Title (if applicable)</u>	<u>Employee # (if applicable)</u>
<u>Signature of Requestor</u> (signifies agreement to above) <u>Date</u>	<u>Department/Division</u>	<u>Phone # (if known)</u> <span style="float: right;"><u>Room #</u></span>

The Requestor named above is:

Contractor
  Casual
  Student Help
  Temporary
  Guest

- 1) Expiration Date \_\_\_\_\_ (Not more than six months)
- 2) What access is required?
  - a. Is an Email account required?
  - b. Is Blackboard Access Needed?
    - i. Non-Madison College Email Address \_\_\_\_\_

The Dept/Div Head or Agent certifies the above-named person is a legally authorized employee/agent/contractor of Madison College

Signature of Dept/Div Head or Agent \_\_\_\_\_

Print Name of Dept/Div Head or Agent \_\_\_\_\_ Date \_\_\_\_\_

**If Requestor requires PeopleSoft access, a SWC PeopleSoft Access form must be completed. This form is available from Technology Services Help Desk.**

Information below to be completed by the Technology Services

Network ID: \_\_\_\_\_ Temp Password: \_\_\_\_\_ Completed By: \_\_\_\_\_ Date: \_\_\_\_\_