Guest Access Request Form FAQs:

Q: Do I still need to get departmental approval now that the form is online?

A: Yes. You can select the department head that will be offering approval. The individual will receive a Teams message and an email to their UNE email address requesting the access. All they have to do is hit "approve."

Q: Will I (the requester) be informed once the Guest Access Request is complete?

A: Yes. You will receive an email from ITS saying that access has been given to the guest. Human Resources, the guest's supervisor, and the department head that authorized the access, will all also receive an email that the guest access has been authorized.

Q: Do I need to submit the year on the "date of birth" portion of the form?

A: No, we only require the day and month of the guest's date of birth.

Q: What does a "full legal name" consist of for this form?

A: We only require the full first and last name of the guest, as it would appear on their driver's license or other IDs. If the guest prefers, we can add any additional information, such as a middle name or initial, a prefix (Mr., Mrs., etc.), or a professional or academic suffix (MD, PhD, MS, etc.).

Q: What if the system that our guest needs access to isn't listed on the form?

A: Please add any additional systems to the "Guest Role/Function" portion of the form. You can also contact ITS directly to confirm any additional access.

Q: Our guest doesn't have a strict end date. What should I put for "Access End Date?"

A: Please put the access end date as one year after their access start date if you are unsure of their last day. If the guest ends up staying longer than one year, you will have to contact ITS to have the access extended. If you do know your guest's end date, and it's over a year, please put the actual end date.

Q: Can the supervisor/department liaison and the department head authorizing the access be the same person?

A: Yes. You can select the same person for both the supervisor and department head.

Q: Who should I contact if I have questions about Guest Access?

A: If you have questions about the specific systems access for your guest, please contact ITS at helpdesk@une.edu. If you have questions about who is allowed to authorize guests, request guests, or general questions about guests who are new to campus, please contact Human Resources at hr@une.edu.