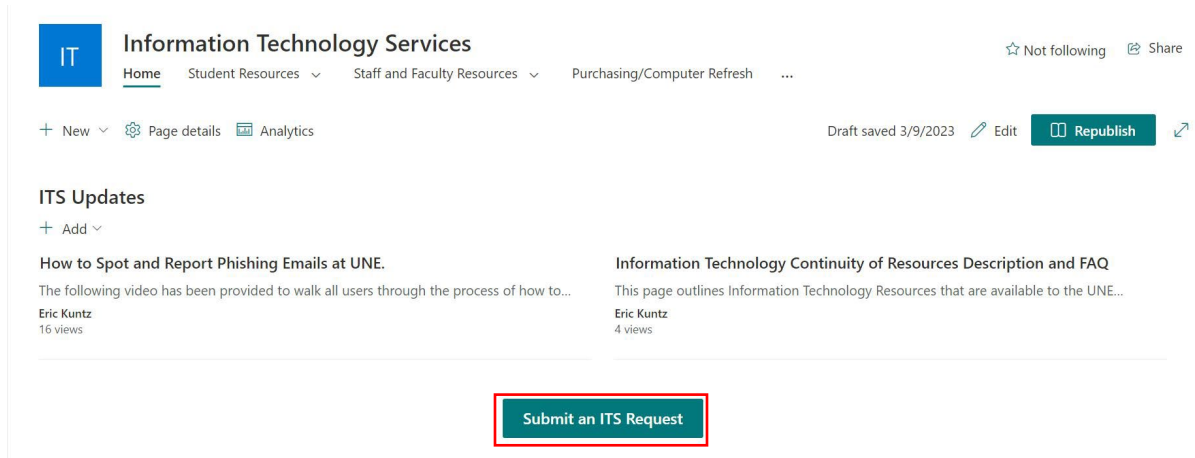


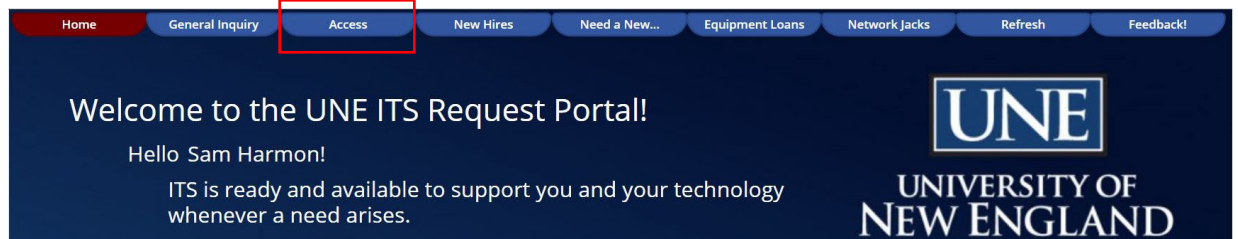
Guest Access Request Form Instructions:

1. Go to its.une.edu
2. Click on the green button titled "Submit an ITS Request"



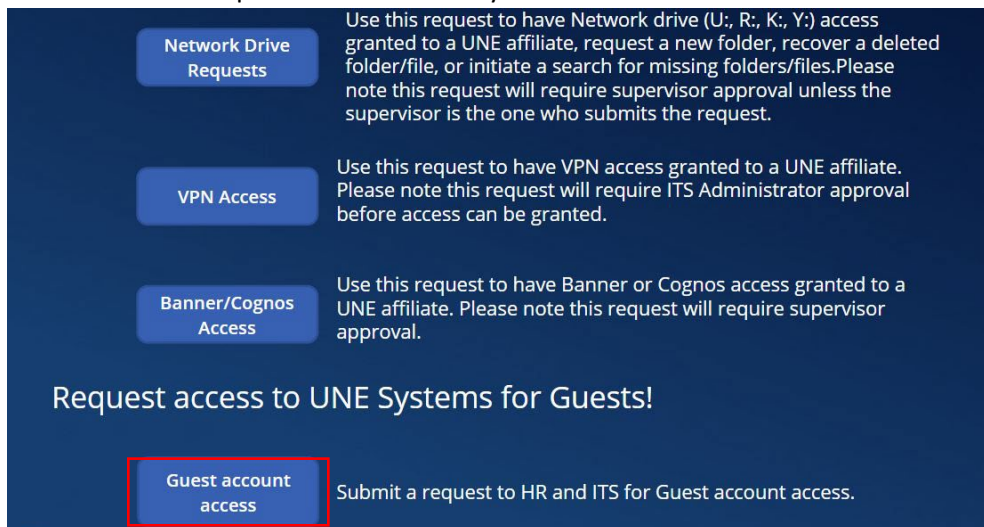
The screenshot shows the Information Technology Services website. At the top, there is a navigation bar with links for Home, Student Resources, Staff and Faculty Resources, and Purchasing/Computer Refresh. Below the navigation bar, there is a section for ITS Updates. A green button labeled "Submit an ITS Request" is highlighted with a red box.

3. Underneath the title "Submit a Ticket," select "Access" Submit a Ticket



The screenshot shows the UNE ITS Request Portal. At the top, there is a navigation bar with links for Home, General Inquiry, Access, New Hires, Need a New..., Equipment Loans, Network Jacks, Refresh, and Feedback. Below the navigation bar, there is a welcome message: "Welcome to the UNE ITS Request Portal! Hello Sam Harmon! ITS is ready and available to support you and your technology whenever a need arises." The "Access" button in the navigation bar is highlighted with a red box.

4. Scroll down to "Request access to UNE Systems for Guests!" and click "Guest account access"



The screenshot shows the "Request access to UNE Systems for Guests!" section. It contains three buttons: "Network Drive Requests", "VPN Access", and "Banner/Cognos Access". Below these buttons, there is a section titled "Request access to UNE Systems for Guests!" with a button labeled "Guest account access" highlighted with a red box. The text next to the button says: "Submit a request to HR and ITS for Guest account access."

5. The Guest Access Request Form asks for the same information as the old form.
 - a. Please submit the guest's legal first and last name. **This can, but does not have to include middle initial/name, prefixes (Mr., Mrs.), and academic or professional suffixes (MD, MBA, BS, etc.).**
 - b. We do not need the year for the date of birth, only the month and the day
 - c. You can select the department head approving this access in this form. The department head will be sent an approval request to their Teams and UNE email once the form is submitted. The supervisor and the department head authorizing the access can be the same person.
 - d. If a system that your guest needs access to is not listed, please add it to the "guest role/function" portion of the form.

Home General Inquiry **Access** New Hires Need a New... Equipment Loans Network Jacks Refresh Feedback!

Guest access form

Guests Full Legal Name Month/Day of DOB Phone Number Department

Supervisor/Department Liaison Department Head Authorizing the access

Guest Role/Function Mailing Address

Please select all needed access for your guest. For each one selected please include an explanation of the need in the Role/Function box above!

Google Drive UNE Computer Login Network Drives Library Database

Compliance training Office 365 Email OKTA Brightspace

Access Start Date Access End Date

Submit

Need Assistance?
Contact the ITS Helpdesk:
Business Hours: (207) 602-2487

6. Once the form is complete, hit "submit"
7. Human Resources and the ITS Networking and Infrastructure team will be notified once the form is submitted. From there, both departments will do their part to apply the access to the guest.
8. If you have any questions, please contact ITS at helpdesk@une.edu, or Sam Harmon of the Human Resources team at sharmon4@une.edu.