

Title: Granting Systems Access and Guest Cards to Guests
Effective Date: May 1, 2011
Issuing Authority: Vice President for Computer & Financial Services and CIO
Responsible Officer: Vice President for Computer & Financial Services and CIO

Date Created: May 1, 2011
Date Last Amended/Reviewed: May 1, 2011
Date Scheduled for Review: May 1, 2012
Reviewing Office: Computer Services

I. Scope of Policy & Rationale:

This document sets forth guidelines and procedures for the granting of access to systems and provision of guest cards to individuals not affiliated with Temple University.

II. Definitions

- a) “Guests” are individuals who are not current Temple University faculty, staff, or students. Guests include, but are not limited to, employees of Temple University Health System, visiting faculty, visiting scholars, contractors, vendors, volunteers, volunteer faculty who are not considered "faculty of record," temporary agency employees, and summer program participants.
- b) A “current student” is someone who is matriculated, non-matriculated, or has been formally recognized as a prospective student by the Office of Enrollment Management.
- c) An “OWLCard” is the official Temple University Photo ID with a magnetic swipe reserved for faculty, staff, and students.
- d) A “Guest Card” is the Temple University Photo ID with a magnetic swipe reserved for guests.
- e) A “Visitor Card” is the Temple University Identification Card without a magnetic swipe reserved for use by Human Resources for visitors to the university. The Visitor Card is for short term use and does not provide swipe access to facilities and services.
- f) An “AccessNet account” is an account that enables access to online resources and services made available by or on behalf of Temple University, including, but not limited to, TUportal, TUmial, and Blackboard.

- g) “Systems” are official Temple University systems including, but not limited to, TUportal, Blackboard, Diamond Dollars and electronic Library databases.
- h) “Sponsors” are Temple University faculty, staff, or students who are eligible to initiate the request for guest access to Systems or a Guest Card.
- i) A “TUID” is the official Temple University identification number.
- j) “Designated data stewards” are individuals assigned to initiate the request for guest access to Systems or a Guest Card for Temple University faculty (voluntary, Japan campus and Rome campus.)
- k) “University facilities and services” are buildings and services requiring swipe access including, but not limited to, Diamond Dollars, parking, and campus recreation.

III. Policy

- a) An eligible Sponsor must initiate the request for guest access to Systems or a Guest Card.
- b) The Sponsor will be responsible for the Guest’s actions in connection with any Systems access or Guest Card provided.
- c) If at any time during the period of the Guest’s access to University facilities and services the Guest’s Sponsor is no longer affiliated with the university, and the Guest still requires access, original Sponsor’s supervisor will become the Guest’s Sponsor.
- d) Any and all Guest access is subject to applicable policies of the university, including policies of the Office of Computer Services.

IV. Levels of Access

The following levels of access may be granted to a Guest upon request of an eligible Sponsor and approval by the university.

- a) Wireless Internet Access Only – Provides access only to the Wifi4owls network for access to the Internet.
 - i. The Computer Services Help Desk may grant access for a period of one (1) to seven (7) days.
 - ii. Guests will be assigned a temporary username and password.
 - iii. Guests receiving wireless internet access only must be sponsored by a Temple University faculty member, staff member, or student.

- b) Guest Card Access Only – Provides a Guest Card that can be used for swipe access to certain university facilities and services but does not provide access to Systems.
- i. Guests will be assigned a TUID.
 - ii. Guests will be required to have a photo taken and a Guest Card will be issued by the Card Office.
 - iii. Guest Card access by default will be active for one (1) day. A Sponsor can request a maximum period of up to one (1) year, renewable at the end of the term.
 - iv. Building access and other services requires the Building Access Request form to be completed. (<http://Forms.Temple.edu>)
 - v. Guests receiving Guest Card access must be sponsored by a Temple University faculty member or staff member. Requests for Guest Card access must be approved by a university employee with level 1 or level 2 signature authority.
- c) Systems Access Only - Provides an AccessNet account but does not provide a Guest Card for access to university facilities and services.
- i. Guests will be assigned a TUID.
 - ii. Guests will be assigned an AccessNet account and will be subject to the Temple University Technology Usage policy (http://policies.temple.edu/getdoc.asp?policy_no=04.71.11) and other applicable policies of the university.
 - iii. Guest Systems access by default will be active for one (1) day. A Sponsor can request a maximum period of up to one (1) year, renewable at the end of the term.
 - iv. Guests receiving System access must be sponsored by a Temple University faculty member or staff member. Requests for Systems access must be approved by a university employee with level 1 or level 2 signature authority.
- d) Full Guest Access – Provides access to selected university facilities, services and systems.
- i. Guests will be assigned a TUID.
 - ii. Guests will be assigned an AccessNet account and will be subject to the Temple University Technology Usage policy (http://policies.temple.edu/getdoc.asp?policy_no=04.71.11) and other applicable policies of the university.
 - iii. Guests will be required to have a photo taken and a Guest Card will be issued by the Card Office.
 - a. Access to the following Systems will be provided, by default:
TUportal, Blackboard, and the Library databases
 - iv. Additional Systems are available by request and approval. To request access to these other systems, the Sponsor must follow the documented procedures for the particular System. Guests' access by default will be

active for one (1) day. A Sponsor can request a maximum period of up to one (1) year, renewable at the end of the term.

- v. Building access and other services requires the Building Access Request form to be completed. (<http://forms.temple.edu>)
- vi. Full Guest Access must be sponsored by a Temple University employee or faculty. Requests must be approved by a university employee with level 1 or level 2 signature authority.

V. Procedure for Requesting Guest Access

- a) Eligible Sponsors will use the Guest Access Request System to request and to have Guest access approved. The Guest Access Request System is available through TUportal.
- b) The following information is required and maintained for each Guest:
 - Sponsor's TUID and Email
 - Expiration date of access
 - Guest's TUID (if previously or newly issued), date of birth, first name, last name, and contact information
 - The last 4 digits of Guest's Social Security Number. This information is needed to avoid generating duplicate TUIDs if the Guest is a former Temple University faculty member, staff member, or student.

VI. Additional Guest Access Procedures for Certain Persons

- a) Temple University faculty (voluntary, Japan campus and Rome campus): Designated data stewards can request and approve Guest access to Temple University systems and request a Guest Card.
- b) Temple University Health System (TUHS): All current TUHS employees may request Guest access to Temple University systems and/or request a Guest Card ; designated TUHS individuals have authority to approve the request.
 - i. TUHS employees use the System Access Request Form (SARF) managed by TUHS to request permission from TUHS Security.