Application for a
Sponsored Account

September 2021

Accounts in the Name Directory

Information Technology Services at Dartmouth College establishes name directory accounts through automated systems for faculty, staff, and students. Access is limited to these groups due to legal issues, costs for support, and the need to define institutional service boundaries. An entry in the name directory automatically creates a Dartmouth e-mail account and grants access to a number of access-restricted information resources. Many of the networked information resources have educational institution license restrictions imposed on them which Dartmouth must control in order to be in compliance.

Criteria for Non Faculty, Students or Staff

Individuals who are not current Dartmouth faculty, students or staff may be eligible for a "sponsored account" in order to fulfill a role in support of Dartmouth's mission, when that role includes volunteer activity that is solely or exclusively for Dartmouth, or work on a Dartmouth project that is paid by an outside vendor. Examples that meet the criteria include: temporary agency employees not paid directly by the College, unpaid research associates, or consultants and faculty who hold positions at other institutions who are working in collaboration with a paid Dartmouth faculty or staff member.

Implementation Procedure

In order to meet its' obligations regarding individuals with Dartmouth accounts, sponsoring departments are required to verify the identity of individuals who are granted an account by reviewing a passport, driver's license, or other government provided identification card. In addition, they need to verify the volunteer activity or collaboration is in direct support of Dartmouth's mission.

To apply for a sponsored account, the Dartmouth sponsor must complete the attached form. The sponsor must be a regular Dartmouth employee. All sponsored accounts will expire at the end of the period requested or a maximum of 12 months. If the account is for sponsored research, the account may be set up for the length of the award. It is the responsibility of the Dartmouth sponsor to resubmit the sponsored account request in a timely manner if an account is to be renewed. A sponsor should also notify Information Technology Services if an account should be deactivated before its expiration date.

All users of Dartmouth technology resources, including those who have a sponsored account, must adhere to the Dartmouth College Information Technology Policy and to any other policies or guidelines that may govern one's behavior regarding the use of Dartmouth's technology resources and the Internet. Failure to do so may result in immediate suspension or revocation of the account. Information Technology Services reserves the right to deny the granting of an account.

If you have questions, please email geisel.computing.support@dartmouth.edu or call: 603-646-5123

APPLICATION FOR A SPONSORED ACCOUNT

INFORMATION ABOUT THE INDIVIDUAL TO BE SPONSORED (All fields required)

First _____ **Middle** _____ **Last** _____ **Suffix** _____

Last 4 Digits of Individual's SSN or Passport # (for internal use only): _____

Date of Birth: _____ **Personal (non-Dartmouth) E-mail Address**: _____

Have you ever been affiliated with Dartmouth College? Yes No NetID: _____

Reason for Sponsored Account (type of work for Dartmouth:

_____

_____

Account Status: New Renewal **Sponsored Research**: Yes No *Mailbox Needed: Yes No

INFORMATION ABOUT THE PERSON SPONSORING THE REQUEST

Sponsor's Name (Individual only):_____

Sponsor's Department Name: _____

Sponsor's Phone Number: _____ **and Hinman Box**: _____

The individual named above meets the criteria set forth for a sponsored account. The account will expire at the end of the period requested or a maximum of 12 months. If the account is for sponsored research, the account may be set up for the length of the award; see note in signature section below for authorization information. This account is requested beginning _____ for a period of _____ months.

If, at the time of expiration, the Dartmouth sponsor determines that the account is still necessary, the Dartmouth sponsor may submit a new request to extend the account for an additional period of time.

I, the Department Head for the sponsoring department, and, I the Senior Office of the College, affirm that the work required of the above named individual meets the necessary criteria. The department has also confirmed the identity of the applicant by reviewing appropriate government issued documents, both as outlined on page one of this form.

_____   _____
(Department Head— Please print)   (Senior Officer* — Please print)

_____   _____
(Department Head's Signature)   (Senior Officer's Signature)

_____   _____
(Today's Date)   (Today's Date)

*The signature of the Senior Officer of the area requesting an account is required. A senior officer includes the President, the Provost, the Vice President and Treasurer, the Vice President of Advancement, the Vice President of Development, the Vice President of Alumni Relations, the Dean of the College, the Dean of the Faculty, the Dean of Tuck School, the Dean of Thayer School, and the Dean of the Medical School. **Note**: Sponsored Research accounts require alternate authorization from the head of the Office of Sponsored Projects.

Please return the completed form to geisel.human.resources@dartmouth.edu or mail to Hinman Box 7060.