

Non-Standard Network Access Request– Explanatory Notes

Note: The original, signed form must be sent to ITS. This is a requirement of external auditors, for security and legal purposes.

This form must be completed to request access to some network services for people who are not employed by Massey, including department visitors, conference presenters and attendees, external server or software support engineers / contractors etc. Resource usercodes, required by some IT-related systems or services, must be applied for on this form also.

A Massey staff member must “sponsor” the request, and is responsible for the network activities of the user. Requests are assessed on a case-by-case basis.

Note: If you are not sure that the options you require are covered by this form, please complete the form as best you can and attach a **full description** of the requirements when you send the form to ITS. All requests will be assessed, and, if approved, an appropriate type of network access can be defined.

Note: Requests for wireless access for conference attendees must be applied for on the MUEvents Wireless Network Access Request form.

Massey Staff with ID Numbers

This form is not to be used to request network access for Massey University staff (i.e. employees with Massey Staff IDs), or for people about to be employed at Massey, or for department-approved post-graduate students. Anyone employed directly by Massey, whether as a casual, temporary or permanent staff member, and required to use the network must request a standard network usercode (also referred to as username or client code).

Student Access

Departments, units etc. can request standard network access for postgraduate students, or for undergraduate students employed on Massey staff contracts (with a Staff ID allocated) within a department, and access to standard “staff-related” services is required – otherwise these students’ access network services via their ID number and PIN, rather than a usercode. **This form must not be used to request standard network access for such students – the standard network usercode form applies.**

The standard network user registration form is available from the [ITS Forms page](#).

Completing the Form

Sponsor:

The sponsor is the Massey staff member supporting or requesting that access is provided to a non-Massey user, or requires a “resource / application” usercode to be created (see notes below). The proposed user is not to complete this section.

Full details of why the usercode is required **must** be provided. These should be continued on a separate page if necessary.

Facilities Required:

1. Network drive access allows access to, or storage of, files / documents.
2. Web Access allows users to check their “home” or company emails via a web interface and to access the internet.
3. Wireless access allows people to connect to the MUStaffPrivateEquipment wireless network.
4. A Massey email address may not be appropriate for external visitors or external contractors. In most circumstances it is expected that the user will have their own (private) email address which can be used in most instances.

Once a Massey email address is defined, the user may become privy to Massey business-related information. Providing external personnel with such access could be a risk to the organisation.

5. Once a Massey email address is defined, the user or address details can be displayed in the Massey online email Address Book listing. In general, external contractors, short term visitors etc. are not included in the address book.

If an address book listing is required, the reason for this **must** be provided. The display name must be of the form *Lastname, Firstname* or *Unit abbreviation – function* e.g. *ITS – Server Maintenance*.

6. The rationale for an email address, and address book listing, is required. Requests for an email address (and an Address Book listing) will be assessed on a case-by-case basis.
 7. Type of Access required.
 - i. A Resource/Application Usercode allows access to a single resource, or is for use by a single resource, e.g. one that is utilised by an electronic system or service, rather than by a named person. These are normally restricted for ITS use, or to Departments that operate server-based electronic systems.
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