

Application for a Sponsored DND or BlitzMail Account

March 2007

Peter Kiewit Computing Services at Dartmouth College grants Dartmouth Name Directory (DND) entries to faculty, staff, and students through automated systems. Access is limited to these groups because of legal issues, costs for support, and a need to define institutional service boundaries. An entry in the DND automatically creates a Dartmouth e-mail account and grants access to many of Dartmouth's access-restricted information resources, and dial-up access to the network. Many networked information resources have license restrictions directly related to Dartmouth's status as an educational institution. To comply with these and other license restrictions, Dartmouth must control access to these resources.

Criteria

Sponsored DND Accounts: Individuals not given automatic entries may be granted a "sponsored DND entry" to help fulfill a role in support of Dartmouth's mission. An individual whose sole source of employment or volunteer activity is primarily or exclusively for Dartmouth may be eligible for a DND entry. Examples that meet this criteria include temporary agency employees and unpaid research associates.

Sponsored BlitzMail Accounts: An individual who is employed or volunteers elsewhere in addition to their work for Dartmouth may be eligible for a "*BlitzMail*" account. These individuals should secure their Internet access through their primary employer or a local Internet service provider. Examples that meet this criteria include consultants and faculty who hold positions at other institutions. *BlitzMail* accounts only have a Dartmouth e-mail account; they cannot use the modem pool and are denied access to restricted information resources.

Implementation Procedure

In order to allow Dartmouth to meet its' obligations regarding individuals with *BlitzMail*/DND accounts, sponsoring departments are required to verify the identity of individuals that are sponsored by reviewing a passport, driver's license, or other government provided identification card.

To apply for a sponsored DND or *BlitzMail* account, the Dartmouth sponsor must complete a request 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. It is the responsibility of the Dartmouth sponsor to resubmit the sponsored account request form if an account is to be renewed. A sponsor should also notify Computing Services if an account should be deactivated before its expiration date.

All users of Dartmouth computing, including those who have a sponsored DND or *BlitzMail* 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 computing resources and the Internet. Failure to do so may result in immediate suspension or revocation of the DND or *BlitzMail* entry. Computing Services reserves the right to deny or change the type of account granted.

If you have questions, please call the Computing Help Desk at 646-2999 (Press 1) or contact your division's computing support office.

APPLICATION FOR A SPONSORED DND OR BLITZMAIL ACCOUNT

PERSONAL INFORMATION

(PLEASE PRINT; ALL INFORMATION MUST BE PROVIDED)

Full Name of Individual to Be Sponsored (include middle initial): _____

Individual's Social Security # (for internal use only): _____

Account Type Requested: DND BlitzMail

Reason for Sponsored Account (type of work/need for DND): _____

Individual Will Access Administrative Systems or Blackboard: Yes No

Account Status: New Renewal

Sponsored Research: Yes No

Sponsor's Name (Individual only): _____

Sponsor's Department Name: _____

Sponsor's Phone Number: _____

CONSULTANTS' USE

Password discussed

UID: _____

Account expires: _____

Comments:

Approval:

Name: _____

Date: _____

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 Senior Officer 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, affirm that the work required of the above named individual meets the necessary criteria, and that I have 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 Development & Alumni Relations, the Dean of the College, the Dean of Arts & Sciences, 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 Nancy Wray or Kathy Page in Grants & Contracts, in place of the Senior Officer approval.

Please return the completed form to the appropriate consulting group:

Consulting Services
Dartmouth College
Hinman Box 6219