



# Texas A&M Guest NetID Account(s) Request

The **Guest NetID** is a minimal-service NetID account used by loosely affiliated personnel and guests. The services accessed using this type of NetID are customizable to the nature of the business being conducted by the account user.

All information should be typed except for signatures and initials. For help with completing this form contact the Identity Management Office at 979.862.4300. Submit the completed form via a secure file transfer service, like Filex (<https://filex.tamu.edu>) with [identity@tamu.edu](mailto:identity@tamu.edu) made a recipient, fax to 979.845.6090, or mail to Identity Management Office, MS 3374, Texas A&M University, College Station, TX 77843-3374.

State law requires that you be informed of the following: (1) you are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.

## Organizational Unit Contact for this Request:

The contact must be a full-time Texas A&M University System faculty or staff employee. The contact also serves as the account sponsor.

Full Name: \_\_\_\_\_

UIN: \_\_\_\_\_ Title: \_\_\_\_\_

Dept: \_\_\_\_\_

Texas A&M System Member Institution: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Request Date: \_\_\_\_\_

## Business Reason for Guest NetID Account(s):

### Guest's Affiliation Duration:

Enter affiliation start date here (mm/dd/yyyy) ► \_\_\_\_\_

Enter affiliation end date here (mm/dd/yyyy) ► \_\_\_\_\_

### IT Services Needed by Guest:

CAS authentication (always provided)

VPN

wireless (through TAMU-WPA)

NetID AD DS ([auth.tamu.edu](http://auth.tamu.edu)) authentication

### For each Guest receiving a NetID Account:

(Attach additional pages or a spreadsheet if needed.)

First Name

Last Name

Country of Citizenship

External Employer Company Name

Email Address

**Texas A&M NetID Identity Management System Statement of Responsibility**

- You certify the Subject cannot perform necessary business for the university without a Texas A&M Guest NetID account.
- If the Subject's relationship with the organizational unit ends prior to the stated expiration date, you will inform the Identity Management Office via email at [identity@tamu.edu](mailto:identity@tamu.edu).
- You certify you have informed the Subject of all Information Resource Acceptable Use policies and procedures as outlined in SAP 29.01.03.M1.02.
- Violation of this agreement may result in disciplinary action or legal action or both.

The agreement is bound by the University FERPA Policy and University Acceptable Use Guidelines

I HAVE READ, UNDERSTOOD AND AGREED TO THE ABOVE TERMS.

**Organizational Unit Contact.**

\_\_\_\_\_  
Printed (Typed) Name

X \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed