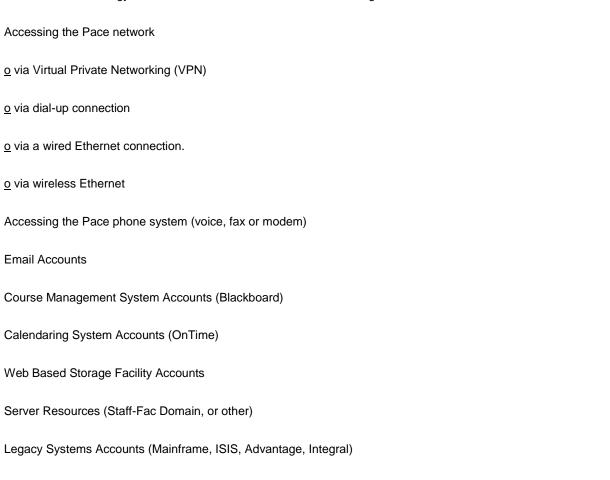# Instructions for the use of a IT Resource Agreement

When do I use this form?

This form is to be used when an un-affiliated party (i.e.: not student, faculty or staff) desires to access any of Pace's Information Technology services. These services include the following:

Accessing the Pace network

o via Virtual Private Networking (VPN)

o via dial-up connection

o via a wired Ethernet connection.

o via wireless Ethernet

Accessing the Pace phone system (voice, fax or modem)

Email Accounts

Course Management System Accounts (Blackboard)

Calendaring System Accounts (OnTime)

Web Based Storage Facility Accounts

Server Resources (Staff-Fac Domain, or other)

Legacy Systems Accounts (Mainframe, ISIS, Advantage, Integral)

By virtue of the employment agreement between faculty/staff and the university, employees are expected to follow our Appropriate Use Policy therefore this agreement is not needed for employees.

Procedure for using the form:

1) User, or sponsor, requests access or account through the DoIT Help Desk.

2) DoIT Help Desk verifies with sponsor need for access, prepares form and forwards back to the requesting party.

3) Requesting party signs form and sends back to DoIT Help Desk.

4) DoIT Help Desk arranges for the appropriate access.