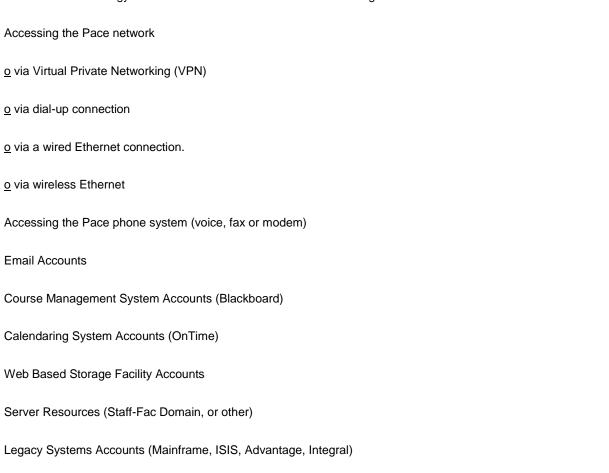
Instructions for the use of a IT Resource Agreement

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:



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) DolT 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) DolT Help Desk arranges for the appropriate access.