



## REQUEST FOR TEMPORARY ACCOUNT FORM

Instructor: \_\_\_\_\_

Class: \_\_\_\_\_

Classroom Number: \_\_\_\_\_

Brief Rationale:

Date Range Period: \_\_\_\_\_

I have read the agreement on the reverse side of this form regarding the use of temporary accounts. I acknowledge the importance of protecting the security of the account information.

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Dean Name: \_\_\_\_\_

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

TSS Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Andrew C. Jones, Ed.D., Chancellor

## **TEMPORARY ACCOUNT PROCEDURE**

The College Technology Committee recently ratified a new process for temporary accounts. The process for temporary accounts is as follows:

- All temporary accounts will be disabled initially.
- Any instructor who needs a temporary account will submit the “Request for Temporary Account Form” to their respective dean.
- The dean will review the request.
- The request will be forwarded to Technology Support Services for review and creation.
- The temp account will be assigned to the instructor.
- The instructor will keep track of the student(s) logged in, date and time.
- Instructor will NOT give the temp user name and password to the student or entire class. The instructor will log the student on individually protecting the confidentiality of the user name and password.
- Instructor will NOT write the temp user name and password on the board.
- Instructor will submit a copy of the tracking sheet to the dean at the end of the semester.
- The dean will submit a copy to TSS for safe keeping and future reference.