

## Outside Entity (Contractor, Vendor, Agent, etc.) Network/Remote Access Request Form

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|---|--|
| <b>Outside Entity Information</b>   |  |
| Last Name:  | First name:  |
| Company:  | Date:  |
| Phone Number:   |  |
| Describe the purpose of network/remote access and resources needed. Please be specific, and list server name, software application, specific network drives, and level of access required (normal user, administrator rights, etc). If the data being accessed contains any sensitive or personal information (credit cards numbers, social security numbers, etc.), please list. |  |
| Purpose of access:.   |  |
| Resources Needed:   |  |
| Sensitive or Personal Information access, if yes describe security precautions that will be used:   |  |
| Access Period to begin:   |  |
| Access Period to End: Unless specified, end date will default to five business days from begin date. Date extensions may be requested by the UWG Data Owner listed below within 1 year of the date on the form.   |  |
| <b>UWG Data Owner Information</b>   |  |
| UWG requesting employee should be the Director of the department requiring the non-employee remote access. The Data Owner is responsible for ensuring the Vendor is aware of the University Acceptable Use Policy and ITS Remote Access Policy.   |  |
| Last Name:  | First Name:  |
| Department:   | Date:  |
| Phone number:   | Title:   |
| Authorizing Signature(s) (UWG EMPLOYEE SIGNATURE)   |  |
| <b>ITS Use Only</b>   |  |
| Login:  |  |
| Date Access Granted:  |  |
| Date Access Expires:  | Date Delivered to UWG Sponsor:                                 |
| Person Granting Access:   | ISO Signature (Required if sensitive data involved in request) |