



Temporary Account Request Form

This form is intended for an approved person to request a temporary account for access to Spring Arbor University systems. This is not a standard procedure, and is subject to approval from the Information Technology team and other relevant parties based on the needed access. An example of a person like this would be a vendor, partner, auditor, or guest that requires access to a system. Please complete this form, sign it, and email it to helpdesk@arbor.edu with the subject line of "Temporary Account Request." This email should be sent from the requestor's email account in order to facilitate secure sharing of temporary credentials for the account. It can also be submitted by dropping off the complete form at the SAU helpdesk. Submitting this form does not guarantee you access to a temporary account. By signing and submitting this form, you are agreeing to follow all the terms and conditions of the Spring Arbor University acceptable use policy while using this account, which is available here:

https://mysau3.arbor.edu/ics/Offices/MySAU3/Acceptable_Use_Policy.jnz

Requestor's Name: _____

SAU Staff or Faculty Contact: _____

Requestor's Phone Number: _____

Requestor's Email Address: _____

Requestor's Organization: _____

System Access Needed: _____

Additional Information or Justification: _____

Start date and time for access: _____

End date and time for access: _____

Requestor's Signature: _____

SAU Authorization from System Owner (Print Name and Sign):
