



Edward J. Bloustein School  
of Planning and Public Policy

## EJB Computer Lab Guest Account Form

The computer labs located in the Edward J. Bloustein School are intended for use by the graduate students of the Edward J. Bloustein School of Planning and Public Policy. If you are not a graduate student at the Bloustein School and are taking a class in the building, or working for someone in the school, you can still obtain an account for computer lab access, but you will need to be sponsored by a faculty or staff member. In addition, you will have a number of restrictions on your account. First, you will have very limited printing access. Second, your account will be set to expire at the end of the current semester. Also, you can only request up to 15 hours of lab access and your submission should include your class hours. It should also be noted that the computer labs in Civic Square are protected by card swipe security after 6:30pm during the week and all weekend and that swipe card access is typically not provided to guests. It should also be noted that exceptions can be granted for the time restrictions and if you need access outside of these hours, you will need to have your sponsor indicate that in the form below.

Your Bloustein account username will be the same as your Net ID provided that it is submitted on this form. If you do not provide your NetID on this form, your account will be created using the same username as the email account provided. Once your account is created, you will receive an email with the information necessary to login to the network. Please note that you will be required to change your password upon your first login. You may use the same password as your NetID account, or you can choose an entirely different one. Please note that you will need to use a combination of letters, numbers, and punctuation for your password.

Please fill out the form below with the help of your sponsor in order to have your account established. Accounts are typically created within two business days of the receipt of an account request form. These forms can be submitted to either Nicole DeIBuono in room 357 or Martin O'Reilly in room 362.

Last Name, First Name: \_\_\_\_\_

NetID: \_\_\_\_\_

Primary Email Address: \_\_\_\_\_

Degree Program: MCRP \_\_\_\_\_ MCRS \_\_\_\_\_ MPP \_\_\_\_\_ PhD \_\_\_\_\_ MPAP \_\_\_\_\_ UG \_\_\_\_\_

Non-degree \_\_\_\_\_ Other: \_\_\_\_\_

Expected Graduation Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Days and Times Requiring Access: M T W TH FR SA SU Hours: \_\_\_\_\_ (15 hours max)

Days and Times Requiring Access: M T W TH FR SA SU Hours: \_\_\_\_\_

Days and Times Requiring Access: M T W TH FR SA SU Hours: \_\_\_\_\_

***I AGREE NOT TO GIVE MY COMPUTER ACCOUNT CREDENTIALS TO ANYONE ELSE. I UNDERSTAND THAT MY COMPUTER ACCOUNT CAN BE SUSPENDED IMMEDIATELY FOR ANY INFRACTION OF LAB RULES, INCLUDING BUT NOT LIMITED TO THE "NO FOOD OR DRINK POLICY" IN ALL COMPUTER LAB AREAS (3<sup>RD</sup> FLOOR, 5<sup>TH</sup> FLOOR, 2<sup>ND</sup> FLOOR, 4<sup>TH</sup> FLOOR, GA/TA ROOMS).***

Signed: \_\_\_\_\_

### Sponsor Information (To be completed by faculty/staff member)

Last Name, First Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Time Restriction Exception Justification: \_\_\_\_\_

**PLEASE DO NOT WRITE BELOW THIS LINE**

Account Information: Creation date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Staff Initials: \_\_\_\_\_