

### 5.2.6 Guest Accounts

#### Policy

<b>Area:</b> 5.2 Security and Privacy	<b>Date Issued:</b> 2007 Nov 08
<b>Title:</b> 5.2.6 Guest Accounts	<b>Last Revision Date:</b> 2011 Sep 22
<b>Issued by:</b> Director, Networks and Systems	<b>Approved by:</b> ITS Directors

#### Purpose

There are occasions when visiting staff and faculty require temporary network access. The intent of this policy is to facilitate that process ensuring an expedient yet secure procedure is available.

#### Policy Statement

1. A guest account may be initiated and sponsored by any full time Dalhousie faculty or staff member with a Banner ID. A maximum of two guest accounts can be created per day. If more than two guest's accounts are required send an email with applicable details to [guestaccounts@dal.ca](mailto:guestaccounts@dal.ca).
2. A guest account will be valid for a one week period, with another one week extension permitted. If access for a period longer than two weeks is required than the individual involved requires a Dalhousie affiliation, i.e. a temporary Banner ID which can be obtained from Personnel Services.
3. The purpose of a guest account is to allow an internet connection for web access. Access will be from one of the public stations located in the Dalhousie labs or through the Dalhousie wireless network from a user supplied wireless mobile computing device.
4. Sponsors are fully responsible for ensuring their guests act in accordance with Dalhousie's Acceptable Use Policy.

#### Applicability of this Policy

This policy applies to all visitors requiring temporary access to the Dalhousie network.

#### Procedures

Sponsors are required to register their guest(s) at <http://guestaccounts.dal.ca>. Basic information required includes the Sponsor name and Banner ID, as well as contact information for the visitor. For complete details visit <http://guestaccounts.dal.ca>.

## Standards

N/A

## Guidelines

N/A

## Definitions

<i>Sponsor</i>	A full time Dalhousie faculty or staff member.(Enterprise Directory affiliation of 'staff' or 'faculty')
<i>Guest Account</i>	A temporary ID permitting wireless or lab access on the Dalhousie campus, with no associated email or file storage.
<i>Visitor</i>	A non-Dalhousie employee (no Banner ID) typically on campus for a conference, or a series of meetings with a total duration of less than a week.
<i>Banner ID</i>	A user's Banner ID is the identification number assigned to a user by the University's central administrative system. It is also known as a Dalhousie ID, a Student ID, or an employee ID and has the form of the letter "B" followed by 8 digits

## Related Documents

Acceptable Use Policy: <http://its.dal.ca/policies/5.1.1-acceptable-use.pdf>

Computer Access points: <http://campusmap.dal.ca/>

## Revision History

2011 September 22	Converted to new formatting standard, updated URLs, clarified some wording, replace LDAP with 'Enterprise Directory'
2007 November 08	Initial policy