



Request for Guest Internet Access

Instructions: Please type or print. Deliver or FAX the completed form along with the Guest Account Agreement to Help Desk for action (Department of Computer Services or FAX 915-851-7534). Important Note: The Help Desk is open Monday through Friday 8 a.m. to 5 p.m., except on District holidays. Requests will be completed upon receipt unless you specify otherwise. If you need a Request for Guest Internet Access to be fulfilled outside regular business hours, please contact the Computer Services Director to make special arrangements.

To facilitate this access, the Department of Technology Services requires the following information:

Internet Access Time frame: _____

Information Regarding the Guest Account

Last Name: _____ First Name: _____ Phone#: _____

ID#: _____ State: _____ e-mail: _____

Location you will be accessing from: _____

Reason for requesting access: _____

Information Regarding the Person Authorizing this Request

Printed Name: _____ Title: _____

Phone: _____ email: _____

Director/Principal: _____

Administrator Signature: _____ Date: _____

Department of Technology Services Use Only

Name: _____ Date: _____ School Code: _____

Request #: _____ username: _____