

PennKey Guest Account Request Form



As a convenience to University friends and collaborators, ISC allows schools, centers and departments to designate other individuals to receive guest PennKey accounts. Guest PennKey accounts serve the purpose of allowing approved individuals access to restricted resources on PennNet that cannot be accessed without PennKey authentication.

Please type all required information into this form, print it, obtain signatures, then fax to: (215) 898-3359. Incomplete or illegible forms will not be processed.

To be completed by Guest:

Guest's U.S. Social Security Number: _____ (Needed for Persistent Guests only)

To be completed by Sponsor - Please check all that apply:

Setup Code Delivery options: Sponsor will Pick up Please mail to Guest
(choose one delivery option) Information or Affiliation Update Only (Setup Code will not be issued.)

Type of Guest PennKey Non-persistent (*format = g0000000*) Persistent (*based on a PennName*)

Part 1: Guest Information (please type, print, and sign)

First Name: _____ Middle Name: _____ Last Name: _____

Home Address: (This address will be used for secure PennKey correspondence.)

Phone Number: _____ Birth Date: (MM/DD/YYYY) _____

PennID Number (if known): _____ Email Address: _____

As an individual whose position requires interaction with any or all of the University's administrative information systems, I may be provided with direct access to confidential and valuable data and/or use of data systems. In the interest of maintaining the integrity of these systems and of ensuring the security and proper use of University resources, I will maintain the confidentiality of my password for all systems to which I have access. I will maintain in strictest confidence the data to which I have access. Confidential information will not be shared in any manner with others who are unauthorized to view such data. I will use my access to the University's systems for the sole purpose of conducting official business of the University. I understand that the use of these systems and their data for personal purposes is prohibited. I understand that any abuse of access to the University's systems and their data, any illegal copying of software, and any misuse of the University's equipment may result in disciplinary action, loss of access to the University's systems, and possible sanctions consistent with the University Policy on Adherence to University Policy.

Requestor signature: _____ Date: _____

Part 2: Sponsor Information (please type, print, and sign)

The person named above has my approval for the requested PennKey guest access.

Sponsor's Full Name (include middle initial): _____

Name of Person Initiating the Request: (if different than the Sponsor): _____

Guest's Affiliation (Select One) _____

Phone Number: _____ Organization Name: _____

Address: _____

Email Address: _____ PennID Number: _____

Sponsor signature: _____ Date: _____

Special Handling Instructions _____

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Guest Affiliation Categories

Adjunct Faculty	used for faculty with an Adjunct appointment (temporary or auxiliary in capacity) at Penn.
Courtesy	used for individuals affiliated with a specific University department.
Emeritus and Retired Faculty	used for people who were one faculty, but who have retired (withdrawn from their professional life). Emeritus faculty are retired but retain an honorary title corresponding to that held immediately before retirement.
Guest (Non-Persistent)	used as a last resort, when no other categories seem to fit. This is used for people who have a short term association with Penn. This affiliation does not require an US SSN to be declared. Non-Persistent guests receive a PennKey which is not based on their name, but on a sequential number.
Guest (Persistent)	used as a last resort, when no other categories seem to fit.
Medical Resident	used for physicians receiving specialized clinical training in one of Penn's hospitals.
Monell	used for employees of Monell Chemical Senses Center.
Overseer	used for members of a Board of Overseers, which is the advisory body to the dean of a school or director of a major University unit.
Retired Staff	used for people who were once staff, but who have retired (withdrawn from their professional life).
Senior Associate	used for people enrolled in the Senior Associates Program, which is a program through the College of General Studies that allows people aged 65 and older to be silent auditors in undergraduate lecture classes in SAS.
Service Provider/Consultant	used for those hired to provide services, such as contractors and outside consultants, etc.
Trustee	used for people who are on Penn's Board of Trustees, which is solely responsible for formal institutional governance and fiduciary responsibilities.
Visiting Faculty	used for faculty of other academic institutions who are visiting Penn.
Visiting Scholar	used for those doing scholarly work, but not directly affiliated with Penn.
Visiting Student	used for students enrolled at other academic institutions, but studying at Penn.
Volunteer (Non-Persistent)	used for people who donate their time and efforts to Penn without financial compensation. This is used for people who have a short term association with Penn. This affiliation does not require an US SSN to be declared. Non-Persistent volunteers receive a PennKey which is not based on their name, but on a sequential number.
Wistar Faculty	used for faculty of the Wistar Institute.
Wistar Staff	used for employees of the Wistar Institute.