



BNL Password Office

BNL IDAS ****GUEST User**** Account Application Form

To be completed and turned in by the appropriate supervisor.

NOTE: Supervisor must return completed form in person w/ copy of Guest User's BNL badge (Supervisor must also present own badge as proof of ID) to:
ITD Password Office, Building 515, Rm. 1-34

NOTE: You will be contacted by the Password Office when your account is available for use.

The BNL-IDAS User's Guide is available on ITD's web pages; point your web browser to: <http://www.ccd.bnl.gov/nss/idas/>

IMPORTANT NOTE RE: GUEST USER ACCOUNTS!!! In order for a Guest User to obtain an IDAS account, they must instead arrange for an account under their Supervisor's name... **The Supervisor must be a BNL employee or can be a BNL Guest who has signature authority in their department.** All account information will refer to the Supervisor, except for Username and Password, which will be unique to the Guest User. Since Supervisor information and signature are required in order to obtain the guest account (**Supervisor** must drop off the application in person showing a BNL badge as proof of ID), the Supervisor is responsible for the proper use of this account. Any problem associated with this account will be brought solely to the attention of the Supervisor.

***** **GUEST INFO (the person who will be using the account)** *****

Guest Last Name: _____ Guest First Name: _____
Department: _____ Address/Bldg#: _____
BNL Telephone #: _____ Home Telephone #: _____
Guest#: _____ BNL E-mail Address: _____
Guest User's Signature: _____ Date: _____

***** **SUPERVISOR INFO (in whose name the account will be created)** *****

Supervisor's Last Name: _____ Supervisor's First Name: _____
Department: _____ Address/Bldg#: _____
BNL Telephone#: _____ BNL Email Address: _____
*Life/Guest#: _____

***Supervisors who have a Guest# MUST have signature authority in their particular department!**

Supervisor's Signature: _____ Date: _____

***** **ACCOUNT INFO** *****

Suggest a **User ID** (2-8 chars – NO UPPERCASE CHARS!!!): _____
Start-up Password (8 characters/case sensitive): _____

NOTE TO SUPERVISOR: Indicate a User ID that will help to easily identify the Guest user!!

NOTE REGARDING USER IDs AND PASSWORDS: ITD reserves the right to assign a different User ID if necessary. A User ID may contain the characters a-z, 0-9 and must be between 2 and 8 characters in length... The first character **MUST** be a letter, and all additional letters used **MUST BE** lower case. The Start-up password should be changed by the user during the first login. See the User Guide for instructions on changing your password. Acceptable passwords must be at least 8 characters long and not contain names, account or life numbers, dates, or dictionary words... at least one special character should be included.

For ITD Use Only

CHECK OFF BOXES WHERE APPLICABLE...

Verified that Supervisor's Life/Guest# is OK? Verified that Guest# is OK?
 Verified that Supervisor, if Guest as well, has signature authority?
 Account created by (account creator's signed initials): _____ Date: _____ Account UID: _____ Rev 1.0, 10-13-2000