

# PennKey Guest Account Request Form



ISC allows schools, centers and departments to designate outside collaborators to receive guest PennKey accounts. These allow approved individuals access to restricted resources that cannot be accessed without PennKey authentication.

Sponsors: Enter all required information into this form and sign it. Submit a request for a Guest PennKey at: <https://pennkeysupport.upenn.edu/contact>

## **To be completed by Sponsor:**

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

All Guest PennKeys are created with a Persistent type (based on a PennName) unless otherwise specified

## **Part 1: Guest Information** (please fill in electronically and sign)

Given Name: \_\_\_\_\_ Family 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 fill in electronically 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 \_\_\_\_\_