



Office use only:

Type	Non Worker Account Type	Middlebury Email Account	ID Card/Library borrowing, building access	Directory
	Benefit Eligible Employee Spouse/Partner ID Card		√	
	Courtesy Account – Card Only		√	
	Courtesy Account – Foreign Country	√	√	√
	Courtesy Account – Friend of Midd	√	√	
	Courtesy Account – Visiting Research Scholar	√	√	
	Intern	√	√	
	Non Worker Other	√	√	
	Search Committee Member	√		
	Volunteer	√		

\_\_\_\_\_ Date Entered

\_\_\_\_\_ Entered by

\_\_\_\_\_ if volunteer – send volunteer agreement for signature

\_\_\_\_\_ Upload to HCM