

Courtesy Account Request

Access requested for (check all that apply):

- Middlebury Email Account
- ID Card for courtesy account and/or Library borrowing, access to buildings, athletics facilities, athletic and arts events. *Some buildings will only be accessible with authorization.*
- Directory (Schools Abroad)
- Other (please specify, i.e. Zoom)

Employee Group. Choose one:

- Abroad
- Middlebury
- Monterey
- Do not know

New Account information. Please complete all information with asterisk.

*First Name

*Last Name

*Address

*City

*State

*Zip

*Country

Phone

*Email

*Date of Birth

Emergency Contact

*Start date of courtesy account

End date of courtesy account

Typically reflects the duration of the service to the College, but maximum is one year.

*Please describe the role (title) or activity account holder will perform

Location of account holder while performing role/activity

Person Requesting Courtesy Account:

*Name

*Department

*Signature from authorizing VP or department head

Date

Please note that HR will set up the account once approved. The person submitting the form will receive confirmation from a Middlebury HR representative once the account is active.

For any questions or requests regarding software or access beyond Middlebury email and general access to Zoom and other basic accounts, you will need to contact the Helpdesk directly after confirmation from HR. Helpdesk@middlebury.edu or 802-443-2200.

Office use only:

Type	Non Worker Account Type	Middlebury Email Account	ID Card/Library borrowing, building access	Directory
	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